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IFLA Committee on Standards
Meeting Helsinki Conference and Exhibition Centre
Meeting 1: August 14, 2012, 15.30 – 17.00, Room 306
Meeting 2: August 16, 2012, 14:00 – 15:00, Room 207

Draft Minutes
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Present:
Patrice Landry (Chair), Tay Ai Cheng (first meeting only), Françoise Pellé, Anders Cato, Marian Koren, Chih-Feng P. Lin, Alan Hopkinson, Anita Goldberga, Joanne Yeomans (IFLA HQ – minutes).

Meeting 1

1. Welcome and introduction.
    Patrice welcome the Committee members and everyone introduced themselves

2. Agenda.
    The agenda was approved with the following additions in 8 (Any other business):
    - Future of ICBC
    - Access to meetings of the Committee (observers)

3. Matters arising since the last meetings (as of July 31).
3.1 Reports to GB (April / August).
    The Chair submitted two reports to the Governing Board in 2012.

3.2 IFLA Repository Project.
    The Chair informed the Committee that he had been invited to attend the presentations of the two vendors retained by the GB committee during the Helsinki conference. He will ensure that issues relating to the access and maintenance of IFLA standards in the repository will be addressed by the vendors.

3.3 ISO TC 46 Representative.
    There are still some questions relating to the role of Paola Manoni (and the role IFLA has on the ISO TC 46). It is not clear if she indeed reports only to Division III Library services. Also, the Committee will need to determine if she reports also to the Committee on Standards. Joanne will investigate this issue.

3.4 Universal Bibliographic Control (UBC) Statement.
    The Bibliography section will be issuing a UBC statement probably after the Helsinki Conference and asked how and who should be endorsing the statement. The Chair suggested that this matter be discussed during the Helsinki Conference.

3.5 FRBR question on using non IFLA domain names.
    The FRBR group discussed the possibility of using the www.frbr.org domain which has became freely available. Advice was given that this issue be referred to the PC and to IFLA HQ. in case the FRBR group would decide to use it.

3.6 Other matters arising
3.6.1 Open Access for IFLA standards.

This issue was brought to the attention of the Committee by Mirna Willer who asked what was the status of the work in making IFLA publications open access. Ingeborg Verheul responded to her by explaining the work IFLA is pursuing. Alan Hopkinson also indicated his concerns relating to access to the UNIMARC manual. Jennefer Nicholson is involved in ongoing negotiations with De Gruyter and the committee will be updated on this.

3.6.2   Visibility of IFLA's Standards.
Promotion and financing of standards work needs attention. Issue will come up in general discussion during congress (Officers Training, Leadership brief, SC meetings, etc)

4   Audit of IFLA standards – status report.
Some Sections have still not responded but majority are there. List is currently in pdf form; it will be a good base for filling the new IFLA repository in 2013 when it might need to be updated and more things might need to be done with it. The Chair circulated a sub-list extracted from the full list that identified ongoing, or planned, revisions.

5   IFLA Namespaces Technical Group.
Ambiguity exists about where it resides and who it reports to. Simon Lemstra at IFLA HQ is in contact to discuss link to HQ IT Section. It has links to several Sections: Cataloguing (plus working groups on ISBD etc), Bibliography, and Classification and Indexing. Standards Committee should advise on its reporting structure.

6   Work plan for 2012-13 (issues).
This item held over until second meeting.

7   Activities of the Committee during Helsinki.
7.1   Open session (Thursday August 16, 10.45 – 12.45).
Gordon Dunsire, Coordinator of the Namespaces TG will speak for ten minutes then the Chair will focus on discussion and issues:

1) What is an IFLA Standard
2) Procedures for initiating, validating, reviewing, eliminating.
3) Presentation format
4) Open Access
5) Safeguarding and archiving
6) Namespaces
7) Semantic world
8) New standards and updates
9) Endorsement and the role of the Standards Committee.

This will feed into discussion about priorities for 2012-13. Might also need to discuss whether working groups with wider participation will be needed.

Discussion about the role of Division representatives on the Standards Committee and their links with the Divisions which might need support. The Committee should identify what needs doing, advise the GB about this, and recommend how it can be done. Need to standardize the processes for IFLA standards, rather than work directly on any of the standards.

7.2   Second SC meeting (Thursday August 16, 14.00 – 15.00).
        Focus on the workplan (see minutes of second SC meeting below).

8   Any other business.
8.1   ICBC.
        Important that the Professional Committee addresses the question of its future/replacement as this was where IFLA standards news was reported. The Standards Committee has an interest in the outcome, as does UNIMARC and also a number of Sections.

8.2   Access to Standards Committee meetings.
        A number of people not on the Committee asked if they could attend. As the existence of the rules governing this question were not known by the Chair, the people were not granted access. Joanne will check the relevant rules and inform the Chair for future meetings.

Meeting 2
The discussion was focused on item 6 from above.

Discussion started on the definition of IFLA standards and whether this should be the primary task for the Committee. The Chair confirmed that, with input from the professional units of IFLA, the Committee should propose to the Governing Board what it considered as IFLA standards, and therefore, what role the Committee would have in their management.

ISO definitions and procedures might help guide the Committee in its early stages, though it was recognized that some aspects might not apply to IFLA (eg country representation and voting). Françoise offered to share these with the Committee.

The Chair suggested that it would also be useful to survey the IFLA units on their opinion on the definition of an IFLA standard, and to know what the procedures currently are for arriving at a consensus agreement on a standard.

Françoise mentioned that with ISO, a regular review process included the step of assessing adoption by the community and if the standard in question had not been adopted after several reviews, it was be withdrawn.

Alan asked if a template for standards meant a template for the contents, or a template for the procedures. The former might also be useful but it should become clearer if this was possible, and what it might look like, once a definition is in place and the related procedures are understood.

Alan agreed to try to find out what the British Computer Society did to validate standards and see whether this would be useful. He suggested it might be useful to find out what other national or international bodies did.

The Chair confirmed with the Committee that the definition of an IFLA standard and the procedures governing them should be the priority for next year. It might be possible to have this ready for the December GB meeting. In any case, the real deadline would be to have something ready for discussion with the units at the WLIC 2013 in August 2013.

Some progress could be made by email but a Skype call could be scheduled, possibly for November.

Any Other Business
The role of the Committee's Division Representatives in relation to the divisions was not defined in the terms of reference for the Committee. This needs some thought and development. They should be invited to the Leadership Forum and Division Forums during congress, and also included in communications from the Division Chairs. Joanne will follow up on this.

The Committee agreed that no updates to existing standards should be delayed pending discussions of the Committee.

Anders raised the problem of access to existing versions of published standards (in the red back series). This is something that the Secretary General is aware of and is following up in discussions with the publisher. There is also the question raised during the audit of whether a more flexible, and more fluid, online platform might be better for some publications and the Committee might need to think about that at some stage.

Questions about the members' terms on the Committee: this nomination process is typical for GB-appointed committees. The member is nominated and appointed in an individual capacity and so does not need to stand down if they cease to be a member of another standing committee for example. Members have been appointed for two years, and can be reappointed for a second consecutive term (August 2013 – 2015).

Report from ISO TC46 – Information and documentation - annual meeting

Berlin, May 5nd – 8th 2012

TC46 on Information and documentation has been leading efforts related to information management since 1947. Standards developed under ISO/TC 46 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.

<u>*Annual meeting*</u>

The following report summarizes the key-topics emerged during the week in Berlin - with particular regards to the discussions held in the meetings of SC4, S8 SC9[1] and plenary TC46 - of probable interest to the IFLA community.
[For the list of published standards, *cfr*. Appendix A]

1.   Standardization of ePub 3.0

SC4 has established a working group to profile ePub version 3.0, especially keeping in mind the concerns of long-term preservation.
The SC4 chair will contact the IDPF[2] executive director, Bill McCoy, for discussions.

TC 46 acknowledges the need to standardize the ePub version 3.0 as developed by IDPF;
TC 46 further recognizes the need of the Information and documentation community to develop ISO documents referring to a standardized ePub version 3.0.
TC 46 therefore expresses readiness to lead a fast-track acceptance of the ePub version 3.0, pending agreement from IDPF. Potential offers from other International (ISO, IEC) standardization groups to coordinate in order to attain the goal of an expeditious standardization of ePub version 3.0 will be considered with high interest.

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[1] ISO Subcommittees: <u>TC 46/SC 4</u> Technical interoperability; <u>TC 46/SC 8</u> Quality - Statistics and performance evaluation; <u>TC 46/SC 9</u> Identification and description.

[2] International Digital Publishing Forum - The key IDPF standard is ePub.

ePub is a distribution and interchange format standard for digital publications and documents. It defines a means of representing, packaging and encoding structured and semantically enhanced Web content for distribution in a single-file format.

2. Revision of ISO 25577: MarcXChange

SC4 approves the revision for ISO 25577. This standard describes a generalized MARCXML schema that is useable for all records using the ISO 2709 syntax without changing the structure and with as few changes as possible to the original schema. This schema provides a specification for the development of local simple schemas, ensuring compatibility.

The main purpose is to include embedded fields, which is a specific request from users of UNIMARC.

SC4 acknowledges an *ad hoc group* has met and considered a draft amendment to ISO 25577 prepared by Danish Standards and recommends member bodies consider adopting the completed draft for submission as a DIS (Draft International Standard). The balloting of this draft will be closed on January 2013.

3. ISO 28560: RFID in libraries: new work items

SC4 approves to initiate a ballot for two new technical specifications:

1. 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);

2. 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).

4. SC4 on ILL

The Interlibrary Loan (ILL) Application Protocol was devised to allow the automatic exchange of ILL requests and responses from system to system. In creating the standards, the library community and the vendors that serve this community agreed on a common structure for ILL request transactions. The standards describe each type of message that may be involved in the ILL request process; the data that may be included in each message; the sequence in which the messages may be received; and the syntax of the messages.

These standards enabled ILL to take advantage of the electronic communications methods available at the time of their development and thereby to become a highly efficient process. They also allowed a variety of software vendors to develop systems with the promise that their clients would be able to communicate with other institutions.

SC4 asks ILL/Maintenance Agency to review ISO 10160 and 10161 to address known defects and propose a revision before the end of August 2012.

SC4 invites Danish Standards to prepare a new work item in cooperation with other interested parties, for a new ILL standard before the end of October 2012.

SC4 asks the chair of SC4 to establish a WG to develop a new ILL standard, if NWIP is approved.

SC4 asks the chair to convene a group of experts in resource sharing to develop a road map for content delivery in general, of which ILL is a part.

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

SC4 notes with concern the actions of ISO/TC 37/SC 2 to revise the family of ISO 639 standards. As ISO 639 is a joint project with TC 46, SC4 would like to highlight the stability of the multi-part standard and its preference that it not be impacted by the planned merger into a single standard. SC4 secretariat will contact TC37/SC 2 to discuss a positive solution in this work.

TC 46 shares the concern of SC 4 about a revision of the ISO 639 - standards series as this was unilaterally decided by TC 37/SC 2. Governance of the ISO 639 standards series is shared between TC 37/SC 2 and SC 4 in accordance with ISO 639-4. TC 46 supports SC 4 in its endeavors to find a solution to this situation.

6.   Support on the work of NISO

SC4 supports the work of NISO to organize a meeting of metadata communities and encourages NISO to report the outcomes of its work to SC4 to serve as a possible basis for future SC4 standards work.

7.   DCMI[3] / SC4

SC4 invites DCMI, as a category A Liaison[4], to consider proposing DCMI standards as ISO standards.

8.   Imminent publication of standards (under the responsibility of SC9, see appendix I)

ISO 26324 (DOI) - This approved standard, has been a US National standard for years and a *de facto* standard since 2000 that provides persistent identification for e-content, including e-books.

ISO 27730 (ISCI). This approved standard, specifies an identifier as a unique international identification system for each collection and fond.

ISO 27729 (ISNI). This approved standard, specifies an identifier for public identities of parties involved throughout the media content industries in the creation, production, management, and content distribution chains.

9.   *Ad Hoc Identifiers Integrity Group*

SC9 reappoints the convener of the *Ad Hoc Identifiers Integrity Group* and revises its mandate as follows:

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[3] Dublin Core Metadata Initiative.

[4]" A" liaisons has the right to participate in meetings and to comment on drafts but it can't vote.

• To monitor problems with the issuance, by parties that are not authorized by ISO Registration Authorities, of identifiers appearing to be ISO identifiers;
• To consider approaches that might mitigate these problems;
• To convene a meeting of the group during the plenary week in 2013.

10. *Ad Hoc Identifier Interoperability working group*

SC9 notes that its *Ad Hoc Identifier Interoperability working group* is seeking to define the semantic representation of the relationship between its identifiers. SC9 has identified the Linked Content Coalition[5] as a forum with the required expertise to define and maintain such semantic representations, and which is understood to be willing to carry out this work.

11. Other revisions of standards

-   Under the responsibility of TC46:
    o   ISO 7098:"Romanization of Chinese";
    o   ISO 3602 "Romanization of Japanese (kana script)";
    o   TC 46 calls for its members to put forward experts to participate in the revision of ISO 11799. "Document storage requirements for archive and library materials".

-   Under the responsibility of SC8:
    o   ISO/TR 14873 "Statistics and quality issues for web archiving";
    o   ISO 16439 "Information and documentation – Methods and procedures for assessing the impact of libraries".

-   Under the responsibility of SC9:
    o   ISO 15707: "International Standard Musical Work Code (ISWC)".

12. Reactivation of SC10

TC46 requests DIN (Deutsches Institut für Normung) to draft the scope and justification to reactivate SC10 Physical Keeping of Documents. Thereafter, ISO TC 46 instructs its secretariat to initiate a ballot to determine the willingness of TC46 to reactivate SC 10.

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[5] *Cfr*. http://www.linkedcontentcoalition.org/

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]

Standards	Under responsability of
ISO 4:1997 Information and documentation -- Rules for the abbreviation of title words and titles of publications	TC 46/SC 9
ISO 8:1977 Documentation -- Presentation of periodicals	TC 46
ISO 9:1995 Information and documentation -- Transliteration of Cyrillic characters into Latin characters -- Slavic and non-Slavic languages	TC 46
ISO 18:1981 Documentation -- Contents list of periodicals	TC 46
ISO 214:1976 Documentation -- Abstracts for publications and documentation	TC 46
ISO 215:1986 Documentation -- Presentation of contributions to periodicals and other serials	TC 46
ISO 233:1984 Documentation -- Transliteration of Arabic characters into Latin characters	TC 46
	TC 46

Standards	Under responsability of
ISO 233-2:1993 Information and documentation -- Transliteration of Arabic characters into Latin characters -- Part 2: Arabic language -- Simplified transliteration	
ISO 233-3:1999 Information and documentation -- Transliteration of Arabic characters into Latin characters -- Part 3: Persian language -- Simplified transliteration	TC 46
ISO 259:1984 Documentation -- Transliteration of Hebrew characters into Latin characters	TC 46
ISO 259-2:1994 Information and documentation -- Transliteration of Hebrew characters into Latin characters -- Part 2: Simplified transliteration	TC 46
ISO 690:2010 Information and documentation -- Guidelines for bibliographic references and citations to information resources	TC 46/SC 9
ISO 832:1994 Information and documentation -- Bibliographic description and references -- Rules for the abbreviation of bibliographic terms	TC 46/SC 9
ISO 843:1997 Information and documentation -- Conversion of Greek characters into Latin characters	TC 46
ISO 999:1996 Information and documentation -- Guidelines for the content, organization and presentation of indexes	TC 46/SC 9
ISO 1086:1991 Information and documentation -- Title leaves of books	TC 46
ISO 2108:2005 Information and documentation -- International standard book number (ISBN)	TC 46/SC 9
ISO 2145:1978 Documentation -- Numbering of divisions and subdivisions in written documents	TC 46
ISO 2146:2010 Information and documentation -- Registry services for libraries and related	TC 46/SC 4

Standards	Under responsability of
organizations	
ISO 2384:1977 Documentation -- Presentation of translations	TC 46
ISO 2709:2008 Information and documentation -- Format for information exchange	TC 46/SC 4
ISO 2788:1986 Documentation -- Guidelines for the establishment and development of monolingual thesauri	TC 46/SC 9
ISO 2789:2006 Information and documentation -- International library statistics	TC 46/SC 8
ISO 3166-1:2006 Codes for the representation of names of countries and their subdivisions -- Part 1: Country codes	TC 46
ISO 3166-1:2006/Cor 1:2007	TC 46
ISO 3166-2:2007 Codes for the representation of names of countries and their subdivisions -- Part 2: Country subdivision code	TC 46
ISO 3166-3:1999 Codes for the representation of names of countries and their subdivisions -- Part 3: Code for formerly used names of countries	TC 46
ISO 3297:2007 Information and documentation -- International standard serial number (ISSN)	TC 46/SC 9
ISO 3602:1989 Documentation -- Romanization of Japanese (kana script)	TC 46
ISO 3901:2001 Information and documentation -- International Standard Recording Code (ISRC)	TC 46/SC 9
ISO 5122:1979 Documentation -- Abstract sheets in serial publications	TC 46
ISO 5123:1984 Documentation -- Headers for microfiche of monographs and serials	TC 46

Standards	Under responsability of
ISO 5127:2001 Information and documentation -- Vocabulary	TC 46
ISO 5963:1985 Documentation -- Methods for examining documents, determining their subjects, and selecting indexing terms	TC 46/SC 9
ISO 5964:1985 Documentation -- Guidelines for the establishment and development of multilingual thesauri	TC 46/SC 9
ISO 6357:1985 Documentation -- Spine titles on books and other publications	TC 46
ISO 6630:1986 Documentation -- Bibliographic control characters	TC 46/SC 4
ISO 7098:1991 Information and documentation -- Romanization of Chinese	TC 46
ISO 7144:1986 Documentation -- Presentation of theses and similar documents	TC 46
ISO 7154:1983 Documentation -- Bibliographic filing principles	TC 46
ISO 7220:1996 Information and documentation -- Presentation of catalogues of standards	TC 46
ISO 7220:1996/Cor 1:2001	TC 46/SC 9
ISO 7275:1985 Documentation -- Presentation of title information of series	TC 46
ISO/TR 8393:1985 Documentation -- ISO bibliographic filing rules (International Standard Bibliographic Filing Rules) -- Exemplification of Bibliographic filing principles in a model set of rules	TC 46
ISO 8459:2009 Information and documentation -- Bibliographic data element directory for use in data exchange and enquiry	TC 46/SC 4

Standards	Under responsability of
ISO 8777:1993 Information and documentation -- Commands for interactive text searching	TC 46/SC 4
ISO 9230:2007 Information and documentation -- Determination of price indexes for print and electronic media purchased by libraries	TC 46/SC 8
ISO 9706:1994 Information and documentation -- Paper for documents -- Requirements for permanence	TC 46
ISO 9707:2008 Information and documentation -- Statistics on the production and distribution of books, newspapers, periodicals and electronic publications	TC 46/SC 8
ISO 9984:1996 Information and documentation -- Transliteration of Georgian characters into Latin characters	TC 46
ISO 9985:1996 Information and documentation -- Transliteration of Armenian characters into Latin characters	TC 46
ISO 10160:1997 Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Service Definition	TC 46/SC 4
ISO 10160:1997/Amd 1:2002 Addition of annex D acknowledging the National Library of Canada as the Maintenance Agency	TC 46/SC 4
ISO 10161-1:1997 Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Protocol Specification -- Part 1: Protocol specification	TC 46/SC 4
ISO 10161-1:1997/Amd 1:2002 Support for Use of Object Identifier in "identifier" Parameter of the Extension Data	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	TC 46/SC 4
	TC 46/SC 4

Standards	Under responsability of
ISO 10161-2:1997 Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Protocol Specification -- Part 2: Protocol implementation conformance statement (PICS) proforma	
ISO 10324:1997 Information and documentation -- Holdings statements -- Summary level	TC 46/SC 9
ISO 10754:1996 Information and documentation -- Extension of the Cyrillic alphabet coded character set for non-Slavic languages for bibliographic information interchange	TC 46/SC 4
ISO 10957:2009 Information and documentation -- International standard music number (ISMN)	TC 46/SC 9
ISO 11108:1996 Information and documentation -- Archival paper -- Requirements for permanence and durability	TC 46
ISO/TR 11219:2012 **Information and documentation – Qualitative conditions and basic statistics for library buildings – Space, function and design**	**TC 46/SC8**
ISO 11620:2008 Information and documentation -- Library performance indicators	TC 46/SC 8
ISO 11798:1999 Information and documentation -- Permanence and durability of writing, printing and copying on paper -- Requirements and test methods	TC 46
ISO 11799:2003 Information and documentation -- Document storage requirements for archive and library materials	TC 46
ISO 11800:1998 Information and documentation -- Requirements for binding materials and methods used in the manufacture of books	TC 46
ISO 11940:1998 Information and documentation -- Transliteration of Thai	TC 46
ISO 11940-2:2007	TC 46

Standards	Under responsability of
Information and documentation -- Transliteration of Thai characters into Latin characters -- Part 2: Simplified transcription of Thai language	
ISO/TR 11941:1996 Information and documentation -- Transliteration of Korean script into Latin characters	TC 46
ISO 12083:1994 Information and documentation -- Electronic manuscript preparation and markup	TC 46/SC 4
ISO/TR 13208:2012 **Information and documentation – Digital records conversion and migration process**	**TC 46/SC11**
ISO/TR 13028:2010 Information and documentation - Implementation guidelines for digitization of records	TC 46/SC 11
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	TC 46
ISO 15489-1:2001 Information and documentation -- Records management -- Part 1: General	TC 46/SC 11
ISO/TR 15489-2:2001 Information and documentation -- Records management -- Part 2: Guidelines	TC 46/SC 11
ISO 15511:2011 Information and documentation -- International standard identifier for libraries and related organizations (ISIL)	TC 46/SC 4
ISO 15706-1:2002/Amd 1:2008 Alternate encodings and editorial changes	TC 46/SC 9
ISO 15706-1:2002 Information and documentation -- International Standard Audiovisual Number (ISAN) -- Part 1: Audiovisual work identifier	TC 46/SC 9
ISO 15706-2:2007 Information and documentation -- International Standard Audiovisual Number	TC 46/SC 9

Standards	Under responsability of
(ISAN) -- Part 2: Version identifier	
ISO 15707:2001 Information and documentation -- International Standard Musical Work Code (ISWC)	TC 46/SC 9
ISO 15836:2009 Information and documentation -- The Dublin Core metadata element set	TC 46/SC 4
ISO 15836:2009/Cor 1:2009	TC 46/SC 4
ISO 15919:2001 Information and documentation -- Transliteration of Devanagari and related Indic scripts into Latin characters	TC 46
ISO 15924:2004 Information and documentation -- Codes for the representation of names of scripts	TC 46
ISO 16175-1:2010 Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 1: Overview and statement of principles	TC 46/SC 11
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	TC 46/SC 11
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	TC 46/SC 11
ISO 16245:2009 Information and documentation -- Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents	TC 46
ISO/TR 17068:2012 **Information and documentation – Trusted third party repository for digital records**	**TC 46/SC11**
	TC 46/SC 4

Standards	Under responsability of
ISO 17933:2000 GEDI -- Generic Electronic Document Interchange	
ISO 20775:2009 Information and documentation -- Schema for holdings information	TC 46/SC 4
ISO 21047:2009 Information and documentation -- International Standard Text Code (ISTC)	TC 46/SC 9
ISO 21127:2006 Information and documentation -- A reference ontology for the interchange of cultural heritage information	TC 46/SC 4
ISO/TR 21449:2004 Content Delivery and Rights Management: Functional requirements for identifiers and descriptors for use in the music, film, video, sound recording and publishing industries	TC 46/SC 9
ISO 22310:2006 Information and documentation -- Guidelines for standards drafters for stating records management requirements in standards	TC 46/SC 11
ISO 23081-1:2006 Information and documentation -- Records management processes -- Metadata for records -- Part 1: Principles	TC 46/SC 11
ISO 23081-2:2009 Information and documentation -- Managing metadata for records -- Part 2: Conceptual and implementation issues	TC 46/SC 11
ISO 23950:1998 Information and documentation -- Information retrieval (Z39.50) -- Application service definition and protocol specification	TC 46/SC 4
ISO 25577:2008 Information and documentation -- MarcXchange	TC 46/SC 4
ISO 25964:2012 **Information and documentation – Thesauri and interoperability with other vocabularies, part 1: Thesauri for information retrieval**	**TC 46/SC9**
ISO/TR 26122:2008	TC 46/SC 11

Standards	Under responsability of	t
Information and documentation -- Work process analysis for records ISO/TR 26122:2008/Cor 1:2009	TC 46/SC 11	
ISO26324:2012 **Information and documentation – Digital Object System**	**TC 46/SC9**	
ISO27729:2012 **Information and documentation – International Standard Name Identifier (ISNI)**	**TC 46/SC9**	
ISO27730:2012 **Information and documentation – International Standard Collection Identifier (ISCI)**	**TC 46/SC9**	
ISO/TR 28118:2009 Information and documentation -- Performance indicators for national libraries	TC 46/SC 8	
ISO 28500:2009 Information and documentation -- WARC file format	TC 46/SC 4	
ISO 28560-1:2011 Information and documentation -- RFID in libraries -- Part 1: Data elements and general guidelines for implementation	TC 46/SC 4	
ISO 28560-2:2011 Information and documentation -- RFID in libraries -- Part 2: Encoding of RFID data elements based on rules from ISO/IEC 15962	TC 46/SC 4	
ISO 28560-3:2011 Information and documentation -- RFID in libraries -- Part 3: Fixed length encoding	TC 46/SC 4	
ISO 30300:2011 Information and documentation – Management systems for records – Fundamentals and vocabulary	TC 46/SC 11	
ISO 30301:2011 Information and documentation – Management systems for records – Requirements	TC 46/SC 11	