



IFLA Review Group International Standard Bibliographic Description (ISBD)

Minutes of Business Meeting 2, October 11 2023

Attendance:

Members: Renate Behrens, Ederina Demo, Szabina Ilacsá, Mi-hwa Lee, Mikael Wetterstrom

Expert Advisors: Gordon Dunsire, Elena Escolano, Dorothy McGarry, Mirna Willer

Liaisons: Isabel Garcia-Monge

Apologies: Massimo Gentili Tedeschi

1. The agenda was approved
2. Updates from COS, IFLA HQ, GB, GA:
 - a. Accessibility Metadata, a new IFLA network in the making. Chris Oliver is organising this new network with the objective to develop best practices and guidelines on the recording and use of accessibility metadata to support an inclusive and equitable resource discovery experience for all library users. ISBD being the only IFLA content standard, ISBD RG need to be involved in some way in order to ensure that resources are correctly described from an accessibility point of view. Gordon mentioned that ISBD for Manifestation should be compliant with accessibility metadata standards so that screen readers for people with visual impairment or dyslexia can read metadata.
ACTION: Identify ISBD RG liaison
 - b. IFLA Standards Manual
The Standards Manual is approved, just awaiting a workflow diagram. Review Group chairs have been asked to review the relevant sections.
ACTION: Mikael will look at the Standards Manual
 - c. WLIC 2024
There will be no WLIC in 2024. WLIC 2024 was planned as an important milestone for ISBD for Manifestation. What sort of replacement event could be envisioned instead?
ACTION: Contact the IFLA GB for possibilities
3. Action Plan 2023-2025
ISBD and PUC should have same items in their respective Action Plans.
Move over items from previous plan that have not been completed, create new items, and post the draft Action Plan on Basecamp as a working document for the ISBD RG.
ACTION: Mikael will upload a draft Action Plan to Basecamp for the Review Group to work on.
4. ISBD RG membership:
 - a. Identify and propose appointment of expert advisors
Appointment of existing “corresponding” members as expert advisors was proposed in order to achieve a good balance between new and experienced members: Ben Gu, China, Irena Kavčič, Slovenia, Massimo Gentili-Tedeschi Italy all accepted to be

proposed as expert advisors. Furthermore, outgoing ISBD RG member Gordon Dunsire, gladly accepted to become an expert advisor to the ISBD RG.
ACTION: Mikael will provide the proposed expert advisors to the Advisory Committee on Standards Chair for discussion

b. Withdrawals

Rehab Ouf is the incoming chair of the Bibliography Section and has had to withdraw her ISBD RG membership.

Elena Escalano is also withdrawing, and the ISBD RG is proposing that she becomes an Honorary member.

ACTION: Mikael will provide the proposed Honorary member to the Advisory Committee on Standards Chair for discussion (following the IFLA Handbook procedure for expert advisors)

c. Co-opting new members

ISBD RG has 2 vacancies at the moment due to withdrawals. Megan Price will make a call during November in order to attract interested and suitable people. A Google document will be set up for review groups to fill in membership criteria. The goal is to have a selection list in December 2023.

ACTION: Mikael will fill in criteria in the Google document

d. Liaisons

Mirna Willer will be the liaison for PUC.

Renate is RDA liaison with Committee of Standards concerning high level information, which is an indirect liaison also for the ISBD RG. There is however a need for a liaison at a more granular and technical level, and Gordon Dunsire proposed that his expertise as an expert advisor would encompass both LRM and RDA, and he was happy to have his name put down as liaison if accepted by the Committee of Standards, because he is also has also been asked to be expert advisor to the BCM Review Group.

Liaisons for LIDATEC and the new network Accessibility Metadata to be determined.

5. Development of the Standard:

a. ISBD for Manifestation Revision updates

See item 8 "Proposed ISBDM review process"

b. ISBDM-UNIMARC Working Group

Mirna reported on UNIMARC:

An official ISBDM-UNIMARC working group was created at WLIC in Rotterdam. Mirna and Gordon participated in this group's first meeting in September about tasks to be done. One of the task is to map ISBDM to the UNIMARC encoding format. During the meeting there was discussion about developing a new UNIMARC encoding format for ISBDM, UNIMARC for Manifestation as an ISO-Standard. This proposal is in line with PUC future development plans, and the report from the ISBDM-UNIMARC Working Group will be important for PUC, who are planning a meeting concerning this in Spring 2024.

PUC has published a consolidated edition of UNIMARC Bibliographic in PDF format. Before, only updates were published.

c. ISBDM Task and Finishing subgroups

Gordon reported that the tasks have finished for both these sub-groups as we are approaching the ISBDM review phase. At the last ISBD for Manifestation Task Force meeting it was agreed to thank all the participants for the excellent work which has contributed substantially to the development of ISBDM, and to recommend to end the two subgroups (Examples sub-group and Prescription and Granularity sub-group). Mirna added that the task to provide full examples in different languages and scripts have finished, but wanted to mention an important and unexpected task consisting of learning this new way of describing and becoming local experts in their communities.

6. Proposed ISBDM review process

The ISBD for Manifestation Task Force proposed the following review process plan:

- ISBDM Task Force Review (from mid-July until the end of September 2023)
- ISBD Review Group Review (Beginning of November until end of December 2023)
- Experts Review (IFLA: PUC, BCM RG, Cataloguing Section, Bibliography Section; RSC, ISSN and further stakeholders) (from mid-February until mid-April 2024), including an introduction meeting with invited experts at 8 February 2024
- Official worldwide Review (from mid-May until mid-July 2024). This review phase to be initiated through a webinar for all interested colleagues at 25 April 2024

The ISBD Review Group approved the plan unanimously.

7. ISBD RG Basecamp folder organisation and tidy up

Mikael started a tidy-up, merging all related meeting documents in one folder. Gordon advised to do the work in one chunk so that other messages do not get lost in the alerts. Chose the option to notify no one, however, it will still create messages in the team activity flow. Links are normally maintained if you move documents and folders around.

8. ISBD RG website and communication

Information about the ISBDM review phase should be added to the ISBD for Manifestation Task Force webpage <https://www.ifla.org/g/isbd-rg/isbd-for-manifestation-task-force/>

ACTION: Mikael will add the information to the webpage

9. Reports from liaisons and other standards groups

a. Renate reported from the RDA Steering Committee:

RDA will meet in Vienna next week for the annual in person meeting. On the Monday there will be an outreach event concerning training for the DACH Manual on the implementation of the RDA Toolkit. Training sessions starting this week. It is a hybrid meeting and all information is on the RSC website where you can also register for the meeting. On the Tuesday, there will be a public session for discussions on two proposals concerning from the Religions Working Group and the Places Working Group: Term of Rank or Honour or Office, and Revision of Corporate Body: jurisdiction governed and Place: jurisdiction governed of. Comments from members on these proposals will also be posted on the RSC website <http://rda->

[rsc.org/](https://www.rsc.org/) RSC has also had a board meeting starting general discussions about the strategic plan and governance model.

10. Next meeting

Thursday 14 December 2023

Adjournment