



Committee on Standards
Conference call
Thursday 17 May 2018 12:00 – 13:00 UTC

Participating:

CoS members: Diane Beattie (Chair), Renate Behrens, Nijolė Bliūdžiuvienė, Lisa Hinchliffe, Ulrike Junger, Françoise Leresche, Rehab Ouf.

HQ Staff: Joanne Yeomans (minutes)

Ex officio: Chris Oliver (FRBR), Massimo Gentili-Tedeschi (ISBD), Gordana Mazić (UNIMARC),

Guest: Miriam Björkhem, Chair of the Cataloguing Section.

Apologies: Jing (Bella) Zhang, Anders Cato (LIDATEC), Maja Žumer (GB representative).

Minutes of the call

1. Welcome

The start was delayed due to problems with the connection from HQ.

2. Apologies

Apologies were received from Maja Žumer and Anders Cato.

3. Approval of the agenda

Item 8 moved up to item 4:

As Miriam Björkhem had joined the call for the item “Action 2.1 Introduce a definition of an IFLA standard/ what is an update/ what is a guidelines document” (previously item 8) it was agreed that this would be discussed first as item 4.

Item 5: new item added, Proposal for a revision of ISBD through an alignment with IFLA LRM. The related document from the ISBD RG had just been shared via email and uploaded to Basecamp (ISBD_revision_2018.docx). Massimo had to leave the call early so the item was moved up.

With these changes, the agenda was approved.

4. Action 2.1 Introduce a definition of an IFLA standard/ what is an update/ what is a guidelines document.

A working group of the Cataloguing Section, led by Renate Behrens, produced a new overview of the different kinds of standards produced by IFLA to prompt the Committee’s discussion.

The Committee on Standards identified three steps:

01. produce a more robust definition of the different types of IFLA Standards so as to differentiate between relevant internal procedures and clarify the different types of documents, whilst still recognizing the needs of IFLA Members who use IFLA standards to justify service support.
Current definition available at: <https://www.ifla.org/node/8721>
02. introduce more nuanced and detailed procedures for handling the production of these different types of standard, including formatting, publication, promotion, endorsement, revision and identifying closure (when a standard is withdrawn because it is outdated or superseded)
03. revise and develop the Standards Manual accordingly: <https://www.ifla.org/node/8719>

ACTION

The Committee asked the working group to develop the definitions using examples of the current IFLA standards at: <https://www.ifla.org/node/8750>. This revised version should be ready for the Committee on Standards by August so that it can be discussed in meetings at the Congress.

5. Proposal for a revision of ISBD through an alignment with IFLA LRM

A document was shared and can be found in the Committee's Basecamp space. The plan is to start the two-year work on steps 1 and 2 just after WLIC 2018. This will be to align with the Manifestation entity and then analyze the gaps between the mandatory and the optional. In order to complete this work in two years, the working group would need financial support for two meetings per year for two years (2018 – 2019 and 2019 – 2020). On final approval of the plan this request will be submitted to the Professional Committee.

By 2020, the ISBD Review Group (RG) will have made regular progress reports and will aim to return to the Committee on Standards for a decision on the two scenarios: either to deem the revision accomplished with this revision, or to engage in a larger revision, encompassing all of the LRM components.

The Committee approved the plan in principle and asked the RG to work with HQ to engage in a period of communication and consultation with IFLA Members on this plan between now and August, with regular (perhaps 6-month) follow-ups to the Members with news and progress. This will help clarify and promote the work of the RG and the results, perhaps attract new input and interest, and be transparent and open.

Following the period of consultation with Members, the Committee on Standards will then give a final decision or recommendation on the plan and its funding to the Professional Committee in August.

ACTIONS

1. Joanne and Violeta at HQ to work with Massimo and/or someone from the ISBD RG on a communication plan to accompany the two-year work plan starting with promotion of the plan itself between now and August.

2. Committee to take into account feedback on the plan from Members in August and give a final decision. The request for funding will then be submitted to the Professional Committee for consideration.

6. Global Vision – follow up from Barcelona

Diane reported her participation in Barcelona at the workshop for Professional Units. The next stage is to gather ideas for action from all the IFLA Professional Units and build a big ideas database. The members of the Committee on Standards should discuss their ideas for IFLA standards development, and also gather input from the RGs to complete a report. We are still waiting to see the toolkit for organizing this discussion and report and then will see how to organize this for the Committee. Some can probably be done online as in the last phase but a conference call might be necessary.

ACTION

Complete Global Vision report for the Committee on Standards and RGs, and submit by the deadline 13 July 2018.

7. Action Plan 2017-2019

The following items are from the current Action Plan. A full review of progress will take place in August 2018.

8. Action 1.1: RG Procedures for nomination and election – follow up since GB approval

Joanne reported that the Governing Board had approved all the proposals. HQ staff who will take care of the process are informed. Joanne is creating a generic web page for the common procedures, from which RG-specific information should be linked, and from which the nomination call will be launched. The timetable for the nomination call is likely to have small changes this year and it is possible it might be brought forward from October 2018 so drafting of the nomination form (based on the generic form with RG-specific information as appropriate) should take place with the RGs before WLIC.

ACTIONS

1. Joanne to complete the work on the central web pages to announce the call for nominations, and RGs to provide input and RG-specific pages where needed.
2. Joanne and RG Chairs to develop draft nomination form based on the generic 2018 form.

9. Action 1.2: Review and revise the terms of reference (mission statements) for all the Review Groups (plus develop 5-year plans)

Having now seen a long-term plan for ISBD, the Committee would like to see similar plans for BCM and UNIMARC. These will be made available on the web pages and will be especially important when the new pages are launched. In order to have some harmonization in the look and feel, and also enable financial, procedural and promotional planning, a template will be produced.

An explanatory statement (why is IFLA doing this), the terms of reference, and the long-term plan should fit together and should be written in a way to communicate to Members and the public what is the purpose of the work and its direction. These might be complemented by a shorter-term plan that contains a much higher level of detail.

ACTION

Joanne and Rehab will develop a draft template in consultation with the HQ web team (laying out the questions that need to be answered and indicating how much text should be written and in what kind of language) for the all the groups to use.

10. Action 3.3: Progress reports from RGs

Gordana and Massimo have posted reports into the Committee's Basecamp space. LIDATEC has nothing to report since the last Committee call. They are waiting for progress at HQ on the namespaces registry funding.

ACTIONS

1. Chris to post a short report into the Committee's Basecamp space on the progress of the BCM RG.
2. Any RG Chairs wishing to raise anything before August should email the Committee after this call.

11. Action 5: Review submitted standards (via email separately):

There is one development proposal currently in review: IFLA Guidelines on Public Internet Access in Libraries. Comments on this proposal are still welcome before 21 May. All Committee members' suggestions and views are valuable.

As this is the first proposal reviewed by the Committee, Joanne explained the process and expectations. Authoring groups submit a development proposal form at the start of the process detailing the work plan they intend to follow, and then submit the written standard document along with an approval form at the end of the process. These two submissions are reviewed by three reviewers:

- the Professional Committee Chair checks for alignment with the Governing Board's priorities and takes an overall view on all types of IFLA publications,
- the relevant Division Chair knows more about the group involved in the authoring and perhaps can comment on whether consultation and involvement seems adequate,
- the Committee on Standards is the only reviewer who sees every standard proposal. The Committee's role is therefore to ensure there is consistency in the work plans and documents produced. Comments both positive and negative are useful.
 - At the proposal stage, the Committee should check that the title proposed is suitable, the timeline for the work seems reasonable, that the consultation process looks adequate (in terms of internal consultation (among IFLA Members and professional Units), external consultation (with other non-IFLA and even non-library groups, organisations or institutions) and geographical representation), and comment on any other details in the development

proposal form. An overall recommendation is then proposed (approve, approve with conditions, not approve).

- When the final document is submitted, the Committee can check that the content adheres to the Standards Manual, that there is evidence of sufficient consultation, that the text is clear and consistent with the aims of the publication, and can decide on whether a subject reviewer is needed to look more closely at the contents.

The Committee's Chair will pull together all comments into the review form, average the marks awarded, and make an overall assessment representing the final decision of the Committee. Although the timescale is tight, the aim is to return a review to the authoring group within a month of them submitting if possible.

12. Action 4.1: Sustained funding for the publication and management of IFLA name spaces – progress report

Work is about to start on the drafting of a letter to send as soon as possible to a small group of IFLA Members who indicated through the first consultation they are prepared to consider funding. The company, MMA, will also be informed of the decision and progress. An update will be given in August.

13. Action 7: Prepare WLIC events: WLIC 2018 Program, Kuala Lumpur

Six papers have been selected for the two-hour session by the Committee's working group, each presentation to be 15 minutes with time for questions. It was agreed that Diane, the Committee Chair, will do the introduction at the start of the session and Chris Oliver will chair the session. Chris will follow up on the submission of the papers and has already entered the session description in the system.

ACTION

Chris to ensure the papers are submitted and the programme session description is accurate.

14. Any other business: Please advise

The ISBD plan was already discussed as new item 5. There was no other business.

15. Next Meeting

The call had lasted almost two hours so longer calls will be planned in future. The Committee will have two meetings and the open session in Kuala Lumpur:

- **The Impact of Recently Approved IFLA Standards**, session 74, Saturday August 25th from 13:45 to 15:45 (Ballroom 1).
- Committee on Standards **business meetings**:
24 August, 13:30 – 15:30 (Session 033), room 305.
29 August, 13:30 – 16:00 (Session 238), room 301.

16. Close

The Chair thanked everyone and ended the call.