Cataloguing Section – Standing Committee

Minutes of the Berlin Meetings, 2003

INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS

WORLD LIBRARY AND INFORMATION CONFERENCE
69TH IFLA GENERAL CONFERENCE, BERLIN, 1-9 AUGUST 2003
STANDING COMMITTEE
CATALOGUING SECTION

Meetings:	Standing Committee I	Saturday, 2 August 2003, 11:30-14:20
	Standing Committee II	Friday, 8 August 2003, 8:00-10:00

MEETING AGENDA

Standing Committee I, Saturday, 2 August 2003, 11:30-14:20

1. Welcome and introductions (All 11:30-11:35)
    1.1 Permission for Observers to attend
The chair welcomed all members and observers, who were all granted permission to attend.

2. Agenda and membership (Tillett 11:35-11:45)
    2.1 Agenda settled
    2.2 Membership
        2.2.1 Welcome to new members
The agenda was settled and new members welcomed.
The chair announced that there would be a newcomer's session on Sunday and recommended new participants to attend.

3. Minutes of 2002 meetings in Glasgow (Jonsson 11:45-11:50)
The minutes were approved. It was observed that of the two members elected to fill the vacancy after Zlata Dimec, Charlotte Wemerlöv had changed job position and wouldn't take up membership and Jan Smits from the Koninklijke bibliotheek in the Hague couldn't attend.

4. Elections (11:45—11:55)
Dorothy McGarry and Lynne Howarth were selected to count the ballots, if necessary.

4.1 Chair/Treasurer
Gunilla Jonsson was nominated and elected by acclamation.
4.2 Secretary
Judy Kuhagen was nominated and elected by acclamation.
4.3 Information Coordinator/Editor
Patrick Le Boeuf was nominated and elected by acclamation.
The chair also attended to some "Housekeeping business", explaining about the facilities and service provisions for conference participants and reminded members about the evaluation form, which should be turned in at the end of the conference.

5. Reports/Announcements
5.1 Report from the Coordinating Board of the Division of Bibliographic Control (Tillett/Jonsson 11:55-12:05)
The chair reported, especially pointing out the division's social get together which was to take place after the division workshop on Thursday.
Of special importance for the section's work is the general revision of IFLA sections that is about to start. The strategic plans will play a central role in this evaluation process. Actions in the plan should be possible to complete before the evaluation process ends. Goals should be realistic and possible to achieve, and sections will be judged according to how they succeed in fulfilling their respective strategic plans.
Officer's handbook is being revised – officers need to look out for the new version on IFLANET, but it will also be made available on paper.
The president elect's brainstorming session would take place on Wednesday 10.45-12.45, and more volunteers from each section were needed. Judy Kuhagen offered her participation for the Cataloguing section. The theme is Lifelong Literacy.
Future conferences will have a revised format. Starting next year, the Sections will have only one "programme" of two hours that can be an open session or a workshop. Two or more sections can combine their time slots to produce more extensive programmes.
This year the Bibliography Section would have an open programme on Electronic Bibliographies and also would be heavily involved in the Division workshop on Subject gateways. The Classification and Indexing Section would have an open programme on the changing role of subject access and a DDC workshop, as well as participating in the Division workshop.

The chair showed the poster produced by the Bibliography section and the new division folder, which all were encouraged to take home for wider distribution.
The UBCIM programme is discontinued but is followed by a new alliance called ICABS, of which the UNIMARC programme forms a specific part. (For UNIMARC, see agenda item 5.4.1 and for ICABS agenda item 5.4.2.)
5.1.1 Guidelines for Planning Congress Programmes (distribute to SC members)
This has been sent out by e-mail and is attached to the minutes for the members benefit.
5.1.2 Reminder on Division's Open Session agenda and time
The Division update on Monday, "Current issues and trends in bibliographic control," would include a report on FRANAR and an overview of the organisation of bibliographic information and production in Germany.
5.2 Cataloguing Section's Open Programme (Tillett/Jonsson 12:05-12:10)
The open programme would consist of a report from the first International Meeting of Experts on an International Cataloguing Code (IME ICC) that took place in Frankfurt July 18-30, just before IFLA. Barbara Tillett would give the general report and moderate the session, and the

leaders of the five different working groups would report on their respective areas, personal names, corporate bodies, seriality, multipart structures and uniform titles and GMDs. Barbara would chair the Division workshop, and the Section also co-sponsored the open programme of Document Delivery and Interlending, "Centralised or Decentralised – Which way to go?," on Tuesday.

      5.3 SCATNews (Dahl 12:10-12:15) Moved to agenda item 14, as Kerstin Dahl could not attend the first meeting.

      5.4 Financial report, August 2003 (Tillett 12:15-12:20)
The chair reported. See attached report.

      5.5 "UBCIM" report (12:20-12:40)
This IFLA programme is partly closed, hence there was no report.

        5.5.1 PUC and ICBC update (Tillett 12:20-12:25)
One of the tasks of UBCIM was UNIMARC, for which the national library of Portugal has now assumed responsibility.

Fernanda Campos reported on the IFLA UNIMARC programme:

- UNIMARC Holdings – the draft is already available on IFLANET for comments due by the end of October.
- UNIMARC Classification – there is a final version, ready for editing but still to be developed with the UDC Consortium to meet their requirements.
- UNIMARC Authorities – they are editing a revision and hope to finalize it soon, but are waiting for recommendations from FRANAR to be sure to incorporate the developments from that study.
- UNIMARC Bibliographic – an update is to be published in 2004, including the updates from ISBD(CR).
- There is also a Guideline for music – expected next year and
- A Guideline for manuscripts planned with possible future format developments for the four UNIMARC formats (Bibliographic, Authority, Classification, and Holdings).
- Another project is to check against the FRBR model and incorporate it where possible. They feel this is a task for a consultant (much as was done for MARC 21 format analysis), and they plan to coordinate this with the Cataloguing Section's Working Group on FRBR.

They also will harmonize the formats with changes to the ISBD(M) and may include that in the update no. 6 (Bibliographic).

The UNIMARC Programme will be exploring UNIMARC's next generation, mostly expected to cover technical developments, accessibility, and re-usability issues, especially XML derivatives. They plan an analysis similar to that done for MARC 21.

They will also be promoting the incorporation of UNIMARC into software systems. They are working on the enhancement and promotion of UNIMARC in general and with other schemes like Dublin Core, and will be watching for the Cataloguing Section's Working Group on the Use of Metadata Schemes report.

The National Library of Portugal is developing a Web site for UNIMARC with translations of UNIMARC and examples and guidelines that also include different scripts.

The terms of reference for the PUC will be revised and this will also include rules on the selection of members of the PUC, which are normally to serve 4 years with the possibility of extending 4 more years and then would normally end. The terms would be staggered so there will be a change of 4 people at a time to provide for continuity. These people would not be elected. Fernanda Campos will be considered part of Division IV as Marie-France Plassard was.

Portugal had also taken on the publication of ICBC with Marie-France Plassard continuing as editor.

5.5.2 ICABS initiative - UBC replacement (Gömpel 12:25-12:30)

Renate Gömpel reported on this new core programme, IFLA CDNL Alliance for Bibliographic Standards (ICABS), that is based on the previous core activities UBC and UDT. There would be a kick-off meeting on Thursday during the conference week. The proposal was put forward in a slightly different form last year but was dismissed. Now six national libraries have taken on responsibility for different parts of the programme, and in this form it has been accepted by the IFLA Governing Board. The National Library of Australia, the British library, Library of Congress, the National Library of Portugal, the Deutsche Bibliothek, and the Koninklijke Bibliotheek Netherlands are the parties to the alliance. The goal is to maintain, promote, and harmonize cataloguing and preservation efforts world wide. The Cataloguing Section of IFLA will be one of the most important partners in these efforts, and the aim is not to duplicate the work carried out in the Section, or in other IFLA sections concerned by the programme, but to support it. CDNL will transfer some of their activities to ICABS. The activity will be evaluated after three years, and then it will be decided whether to make it permanent or not.

Barbara Tillett asked how the work of the Cataloguing Section would be integrated in the programme, and Renate answered that the working procedures and forms are still to be discussed. Barbara also asked whether more national libraries were to be invited to participate, but that will not happen during the initial three years period according to Renate. Françoise Bourdon expressed her astonishment over this initiative, which was shared by many participants in the meeting. Renate explained that the institutions of the alliance are supposed to sponsor activities rather than taking over tasks from other bodies. Barbara said that our astonishment was due to the lack of information about this initiative beforehand and to the fact that we are uncertain of how the programme will materialize. We do hope, however, that it will be realized as support for our activities and we intend to make the best of it.

John Byrum asked about timetables and liaisons, and Renate answered that ICABS steering group will include liaison persons from concerned bodies.

5.5.3 FRANAR (Functional Requirements and Numbering of Authority Records) (Patton 12:30-12:40)

Glenn Patton reported on activities since last year. The group has three goals, define what a name is, an International Standard Authority Data Number, ISADN, and being IFLA's liaison to other bodies working with name authority issues. The group has produced three drafts for a final document. The last draft would be discussed in the meeting in Berlin, and can then hopefully be sent out for review to the sections of the division. After that it will go on to world wide review. The numbering issues have temporarily been put aside, but will be returned to during this conference. The group has commented on the archival standard for families as corporate bodies, as part of their world wide review. Glenn was to give a fuller report in the Division update on Monday.

6. Current projects – update on activities since Glasgow

6.1 ISBD Review Group (Byrum – update 12:40-12:50)

John Byrum reported that the group had produced updates to include requirements for national bibliographic records, updates of ISBD(M) and ISBD(CR) last year. Now in focus is ISBD(G). The group will also decide on whether to incorporate FRBR terms and concepts or not. Update work on ISBD(A) has started and has primarily been concerned with FRBR related changes. Other changes will be concerned later. John hoped for a world wide review by the end of the year. The ISBD(ER) has been reviewed with respect to FRBR compliancy, and areas 3, 5 and 8 have been given special attention in ER. ISBD(CM) is in process.

Specific attention is also given to publications in multiple formats, which might require the application of several ISBDs. The role of the GMD is another issue requiring extended discussion. A specific Series study group has been established with Françoise Bourdon as chair. This group will go through and harmonize area 6 in the different ISBDs. The ISBD review group co-operates closely with the Joint Steering Committee of AACR. John finished by observing that there is an overwhelming accordance among the different cataloguing communities in basing their codes on ISBD.

6.2 Guidelines for OPAC Displays (Howarth 12:50-12:55)

Lynne Howarth reported. The guidelines are directed to OPAC constructors. There has been a comprehensive review of the guidelines since 2002, and they are in principal finished, but examples are still lacking. The target for the meeting in Berlin is to secure FRBR compliancy. The final work has to be referred to e-mail communications, however. Lynne anticipated that a draft for world wide review would be ready during the fall 2003.

6.3 Use of Metadata Schemes (Howarth 12:55-13:00)

Lynne Howarth reported. The goals of the group are to monitor the international development for metadata schemes, to identify core elements to be used or contained in a record and to produce a set of guidelines for libraries as to when and how they will use metadata instead of more traditional bibliographic records.

The first goal was met in 2002 and the core record will be finalized during the Berlin conference. The final draft of guidelines will also be looked at now, and they will probably be handled as a separate part. The work will be finished during this conference.

6.4 Multilingual Dictionary for Cataloging Terms (Münnich 13:00-13:05)

Monika Münnich reported. The real work on "MulDiCat" started in 2003. The format has been improved, guidelines for editors established and UNICODE implemented. Input work started in June 2003, and the result so far was about 500 records. The basis is the terms from ISBD(M), (CR) and (ER) and the glossary of AACR2.

6.5 Anonymous Classics (Boddaert 13:15-13:20)

Nadine Boddaert who is responsible for this group was not present, and in her absence Barbara had discussed with Françoise Bourdon the possibilities to make the first part of Anonymous classics available on our home page before the turn of the year. As Nadine Boddaert is outgoing, a new chair must be appointed for the continuation of the work. Françoise also pointed out that we need a liaison person from Division VIII.
ACTION: Gunilla Jonsson will take on the task to find a liaison from that division.

6.6 FRBR (Le Bœuf 13:20-13:25)

Patrick Le Boeuf reported. The group has eight deliverables and three actions. The actions are not done, but a lot has been achieved concerning the deliverables.
Actions:
– create "experimental" new records for a range of materials;
– compare how and in what context FRBR is taught in different countries;
– gather "real-life" examples of queries by users on our catalogues in order to assess how FRBR might help them.
Deliverables:
– A listserv has been set up with 260 subscribers from the whole world.
– A web site is established, presently hosted by the Bibliothèque nationale, but planned to be made available on IFLA net in the near future.
– A bibliography is available on the web site.
– Assess external reports on practical experimentations and write reports on such experimentations and implementations, together with statistics – started.
– Clarify the model through a number of examples, and particularly at the Expression level – started.

- State recommendations to the ISBD Review Group – not done
- Produce a manual for teachers that will incorporate the aforementioned examples in clarification of the model – not done
- Express the model in an object-oriented formalism – started

A discussion on the listserv about the Expression entity has begun. Patrick takes care of liaisons and coverage of other ontologies and models. One example, the XOBIS project would be presented in the meetings in Berlin. An urgent problem is the structure and status of the group – there are presently more members than what is practical with a view to get any real work done.

6.7 International Meeting of Cataloging Rule Makers, Frankfurt, July 2003 (Tillett 13:25-13:30)

The chair referred to the more detailed report she was to give in the Section open programme on Tuesday. She underlined that the meeting had constituted an opportunity for rulemakers to talk together. She expressed our thanks to the Deutsche Bibliothek for its splendid organizational support in hosting the meeting. She also thanked the sponsors OCLC, Saur, Swets-Blackwell, and lastly, IFLA. The goal of the meeting was to help increased exchange of cataloguing information, and the scope of the work is broader than the Paris Principles from 1961. The statement of principles will cover the ISBD areas, access points within the descriptive areas and subject cataloguing, which constitutes a broader view of what cataloguing should include. The draft statement would be reviewed by the meeting participants in August and later on be sent to the sections of the division for review. The draft would then be put on the web and comments invited from anybody, but there would also be a closed discussion list for the participants of the meeting. A glossary of terms and concepts will be needed. Translations should be made known. The final statement will appear as an IFLA report. Further International Meetings of Experts on an International Cataloguing Code (IME ICC) will take place in Buenos Aires 2004 and in Seoul in 2006. If the political situation permits, there might be a meeting in the Middle East in 2005, Barbara has had contacts with representatives from Egypt, Iran, and the United Arab Emirates. The final meeting is planned for Durban, South Africa in 2007. The meeting in 2004 will be shorter than the one in Frankfurt, as most South American countries use AACR2. Barbara explained the layout of the report at the open programme. The programme will give ample time for questions from the audience.

7. New Projects
7.1 Names of Persons (proposal from Françoise Bourdon 13:30-13:35)

Françoise reported that there was a proposal from India to update *Names of persons.* There is some dissatisfaction regarding how Indian names are treated in this publication. Françoise noted that the national bibliographic agencies, which would be the normal contact points, are not always suitable in the context. She proposed that the text be put on IFLA-net and all IFLA members invited to comment. This was considered an excellent proposal, but clearance must be granted from the publisher.

ACTION: The new chair will find out about the possibilities.

It was noted that an IFLANET exposure should ideally be UNICODE compliant, in order for the whole world to be able to contribute. Finally, it was stressed that this task cannot count as our highest priority.

8. Strategic Plan 2001-2003 – Review and Updates for 2003-2005 (All 13:35-13:45)

Not discussed during CS I. Members were asked to review and come prepared for discussion at the second SC meeting.

9. Future conference topics (Note topics suggested in minutes to Glasgow meeting; be thinking of suggested topics for discussion at second business meeting – All 13:45-14:00)
70th IFLA General Conference in Buenos Aires, Argentina 2004
Theme: Libraries as Tools for Education and Development
      9.1 Section programme
      9.2 Section workshop
Not discussed during CS I.
71st IFLA General Conference in Oslo, Norway 2005
Theme: Unknown
      9.3 Section programme
      9.4 Section workshop
Not discussed during CS I.

10. MulDiCat demo (Monika Münnich 14:00-14:20)
The MulDiCat editing and search system was demonstrated by Bernard Eversberg, who had designed the system based on Allegro, a software much used in Germany. UNICODE is implemented in the newest version. Both compound terms and every individual word in a compound term can be searched. The latter have references in the index to the compound terms in which it occurs. The records comprise an identification number, the term, the source, the definition, input/edit data and a link to the English term. All fields in the format are repeatable. Every record can be edited as well as used as basis for a new record. The most important data have designated fields, but there is a common, unstructured field for all other data. 15 colleagues worked on the database last year, more would be welcome. Thanks were expressed to Bernhard Eversberg for the very interesting demonstration and appreciation expressed for this promising work.

11. Adjourn (Tillett 14:20)
The meeting was adjourned with a reminder of our programmes and of the social hour.

Standing Committee II, Friday, 8 August 2003, 8:00-10:00

12. Welcome and introductions (8:00-8:10)
There was a round of Introductions.

13. Agenda (Tillett 8:10-8:15)
The agenda was approved.

14. Reports/Announcements (Tillett 8:15-8:20)
Barbara has been elected chair of the Division, which also means that she will represent the Division in the Professional Committee and in the Governing Board.
The report from the authority conference in Firenze in early 2003 will be published in Italian in October. *Cataloging and Classification Quarterly* will publish it in English later on.
Kerstin Dahl reported on SCATnews, which has been published according to plan. Kerstin regretted that it had been difficult to get reports from the members for publishing in SCATnews. Gunilla Jonsson urged the working group chairs to report to Patrick Le Boeuf for the December number of SCATnews.
Renate Gömpel reported that the ICABS agreement was signed on Thursday – there will be a public statement next month. This will be sent to the new chair for further distribution.

15. Current projects - update on Berlin meetings

15.1 ISBD Review Group (Byrum 8:20-8:25)

John Byrum reported from the two meetings. ISBD(G), (ER) and (A) were reviewed. A general issue was the possible inclusion of FRBR terminology in the ISBDs. Influenced by Patrick Le Boeuf's presentation at the IME ICC in Frankfurt, the group decided not to include FRBR terms. There is, however, still a need to review the terminology with a view to better consistency. Item was chosen as the preferred term, because that is what the cataloguer deals with. Comments will be invited. Barbara observed that the IME ICC in Frankfurt decided that the bibliographic record should represent the manifestation. John assured that the rationale for chosing Item will be explained, and Item will not be used in (ER). Regarding the review of (A) it was clear that more input from experts was needed. There will not be a world wide review until in 2004. Mauro Guerrini will put a specific committee together in Italy to give comments on A.

Regarding(CM), there had been a meeting with cartographic experts during the conference and a specific group will work on (CM) as of September 1, with two participants from the ISBD review group. A draft is expected in January 2004.

Regarding the multiple formats issue, it was decided that national bibliographic agencies should be encouraged to produce multiple bibliographic descriptions, but it should be an option for smaller libraries to use the single record model. The issue of multiple GMDs was postponed. A special material designators study was decided. Lynne Howarth, Françoise Bourdon and Cristina Magliano constitute the group. A statement of problems and issues will be presented to the next IFLA conference.

The co-operation with JSC continues. In the meeting in April the importance of area 8 was confirmed, but the scope should possibly be extended to e.g. the DOI and URN identifiers. Attention is also given to the possible reorganization of the ISBDs if part one of the AACR is reorganized. A study group for the future direction of the ISBDs has been established with Dorothy McGarry as chair.

The IME ICC was discussed, and the intention is to inform rulemakers about the ISBD reviews and differences between codes before the end of September.

Membership: three new members were appointed, Bill Garrison, Cristina Magliano and Philippe Le Pape.

Françoise.Bourdon reported from the Series study group, which had one meeting. They will define title, proper sources of information, main series and subseries, and collect examples of the same problem handled according to different cataloguing codes.

15.2 Guidelines for OPAC Displays (Howarth 8:25-8:30)

Lynne Howarth reported. The group had one meeting and had reviewed revisions after Glasgow, taking into account consistency and compliance with FRBR. The intention is to include good examples which do not presuppose any specific system, which isn't quite easy. The text is finished, but glossary and terminology need to be updated with revisions from this meeting. The document will be circulated within the group by September 1 and be ready for world wide review by the end of September. The group has had co-operation with the Section for library services to the blind. After the world wide review, the further process will be discussed with the new chair.

15.3 Use of Metadata Schemes (Howarth 8:30-8:35)

Lynne Howarth reported. The group had one meeting. The terms of reference are to monitor developments internationally, to establish core metadata (done) and to develop guidelines, or rather, recommendations for how libraries would look at implementing metadata. Everything has been reviewed, but some additions need to be made after Berlin. The revision will be circulated in the group within two weeks after IFLA. Comments will be gathered from the working group first, and world wide review will come after that, if possible by the end of

September. Archives and museums should be included as addressees for next year's Division forum. Lynne expressed her thanks to the members of the working group, especially Dorothy McGarry and Lois Chan. Barbara observed that the group should remember to co-ordinate with the IME ICC.

15.4 Multilingual Dictionary for Cataloging Terms (Münnich 8:35-8:40)

Monika Münnich reported. The group had one meeting. The user interface and editing interface and input format were discussed. (A comprehensive overview was distributed to the members as handouts.) More levels of authorities were proposed. The field structure will be synchronized, and there will be a copy right statement on the first creation. The starting point is the English basic record. Monika urged all colleagues who are interested in all countries to maintain national discussion lists. Barbara wanted the discussion list available on IFLA-net.

15.5 Anonymous Classics (Boddaert 8:40-8:45)

Assumpcio Estivill has agreed to be the new chair. Barbara invited contributions from others.

15.6 FRBR (Le Bœuf 8:45-8:50)

Patrick Le Boeuf reported. The group had two meetings. The first one was devoted to reports and to the XOBIS presentation. The second meeting reviewed and finalized the FRBR part of the Strategic plan and established a new structure for the group. There will be a core group, with not more than eight – ten members, and this group will be a permanent group. It is accordingly renamed: "FRBR Review Group". The FRBR Review Group may create working groups as needed for special assignments, with approval of the Cataloguing Section's Standing Committee, in order to assure connection to the Strategic Plan. Its Terms of Reference read as follows:

− "Provide a guideline to apply the FRBR conceptual model to the activity of cataloguing (bibliographic and authority record creation) in close cooperation with the FRANAR Working Group and the IME ICC (International Meeting of Experts for an International Cataloguing Code) participants;
− Expand the FRBR Website on IFLANET to promote the model and encourage its use in all information organizing communities (libraries, archives, museums, rights management, computer and software industry, Internet communities, etc.);
− Develop a revision to the FRBR model – both entity-relationship and object-oriented models to be published by IFLA and made available on IFLANET."

The FRBR Review Group consists of eight to ten members ("Core Group"), who are appointed for two years and can be renewed once. These members should reflect the widest international representation as possible (which goal is not attained for the time being). Members of the IFLA Review Group should primarily comprise IFLA members and mostly Standing Committee and Section members belonging to IFLA.
The chair of the FRBR Review Group is appointed for 2 years, and can be renewed once.
For the first year with this new structure, the roster of the FRBR Review Group reads as follows:
Alan Danskin,
Lynne Haworth,
Patrick Le Boeuf (chair),
Edward O'Neill,
Glenn Patton,
Barbara Tillett,
Carol Van Nuys,
Maja Žumer;
The FRBR Review Group proposes the creation of the five following working groups, to be approved by the Cataloguing Section's Standing Committee
Working Group on the Expression entity

Working Group on Continuing Resources
Working Group on teaching and training
Working Group on subject relationships and classification
Working Group on FRBR/CRM dialogue
Members of these groups have been elected, but some would have to be contacted after the conference and asked whether they could and would take part.
These groups will function as normal working groups and be expected to finish their work in one or two years.

   15.7 Planning committee for next year's IME ICC (BT)
Barbara Tillett had secured contact persons from Bogotá and from the Argentine. The Bibliotheca Alexandrina wants to host a meeting in 2005. The meeting in Seoul is now formally accepted by the National Library of Korea. There are plans for a meeting in Durban in 2007, covering African cataloguing codes.

   15.8 FRANAR (Glenn Patton)
Glenn Patton reported. There will be a further review of the latest draft. Hopefully, it will be sent out for review within the group during fall this year.

   15.9 Names of persons
Nothing to report so far.

16. Future projects (All 8:50-9:00)
There were no more projects suggested.
Break (9:00-9:10)

17. Strategic Plan 2003-2005 – Review and Updates (All 9:00-9:10)
Gunilla Jonsson chaired this agenda item. The strategic plan was reviewed and discussed. The new phrasing of the FRBR issues were approved as proposed by the working group (handouts were supplied). A number of minor updates were approved, and major rearrangements as well as integration of certain goals and actions were recommended. The draft update would be circulated to the members by e-mail for corrections and approval. (The final version will be appended to the minutes.)

18. 70th IFLA General Conference in Buenos Aires, Argentina 2004 (20-27 August) (All 9:10-9:15)
Theme: Access Point Library: Media – Information - Culture
   18.1 Section programme
   18.2 Section workshop
All members confirmed that we wish to have a Division update even next year. For our open programme there is a proposal to co-operate with the Bibliography section and with the Information technology section to produce a programme about the prospects and requirements for generating bibliographic data directly from text documents. [After our meeting it appeared that there were different ideas for next year in the Bibliography section. Gunilla Jonsson is still discussing with the Information technology section. In case the plans materialize, special contact persons between the sections will be Lynne Howarth and Larry Woods.]
Eeva Murtomaa reported on a satellite meeting about FRBR in Finland planned for 2005.

19. 71st IFLA General Conference in Oslo, Norway 2005 (14-18 August) (All 9:15-9:20)
Theme: Libraries as Tools for Education and Development
   19.1 Section programme
   19.2 Section workshop
   19.3 Satellite meeting for Oslo

There were no concrete proposals, but thoughts on co-operating with the Classification and Indexing section on a programme on a "virtual clearing-house" for bibliographic tools, which they plan for 2005.

20. Presentation: Cataloguing rules in Iran (Afshin Mousavi Chelak, 9:20-9:35)
Zohreh Mirhosseini, from the Board of Trustees of Iranian public libraries presented the paper, which also was available as handouts. Barbara Tillett thanked Zohreh for her splendid summary of the paper.

21. ISBN report (Hartmut Walravens, 9:35-9:45)
Hartmut Walravens reported on the new ISO 2108, the ISBN standard. The extended standard number will have 13 digits, starting with 979. The focus in the review work has been on electronic publications. In the future even net publications may be numbered, and there is an evident tendency towards giving separate numbers to separate formats (called versions by Hartmut, because that is what the publishers call it). Hartmut stressed that the requirement from the publishers to change all the existing numbers cannot be accepted by the libraries. It would have unforeseeable consequences for all bibliographic databases, and for searching. The issue will be discussed at the ISBN panel meeting in Milan this year. Gunilla Jonsson will be present at that occasion. Presently, the new standard is at the stage of a draft international standard. A draft for implementation guidelines will be added. Finally, Hartmut referred to the web site of TC46 of ISO for further information. Barbara thanked Hartmut for a comprehensive, yet concise, report.

22. Conference evaluation – positive and negative aspects, comments (All, 9:45-9:55)
There was no time for a common conference evaluation, but all were urged to leave there individual evaluations to IFLA HQ. All agreed that the format of the Division's social hour had been particularly attractive – all who could attend went together to a pre-booked café and payed their own way.

23. Other business (9:55-10:00)
      23.1 Farewell to outgoing members
Barbara thanked all outgoing members and presented them with a certificate of appreciation for their service on the standing committee. Thanks and appreciation as well as an outgoing gift was then presented to Barbara herself for her outstanding achievements as chair of the Section.

24. Adjourn (Tillett 10:00)
The meeting was adjourned.