Circular Letter 38
1999-06-21

To: P-members of ISO/TC 46/SC 9
        A-liaison organizations

Request for nominations for Project Leaders
to assist in the review of ISO/TC 46/SC 9's programme of work

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Over the course of the next year, ISO/TC 46/SC 9 will be conducting a review of its current and future programme of work. This review will lead to decisions about the viability of existing standards developed by TC 46/SC 9 and about the future direction of work in its main areas of activity.

The success of this review depends on the appointment of experts from among our member organizations who would be willing to volunteer their time and expertise as project leaders for the review. The roles and responsibilities of those project leaders are described in the attached outline of the review process, which was approved at the May 1999 meeting of ISO/TC 46/SC 9.

ACTION REQUESTED:

P-members and A-liaison organizations are kindly requested to nominate project leaders for the review of the following three subject areas in ISO/TC 46/SC 9's programme of work:

- **Bibliographic description and data;**
- **Subject description and data;**
- **Document presentation.**

Nominations should be submitted to the SC 9 Secretariat, at the address above, by July 20, 1999.

We hope that your organization will be an active participant in this important review of ISO/TC 46/SC 9's standardization activities. Your contributions to the review process will help to establish the direction of our committee's work and the allocation of resources to its activities during the coming decade.

Thank you.

With regards,

[original signed by]
Jane Thacker
Secretary, ISO/TC 46/SC 9

ISO   International Organization for Standardization
TC 46 Information and Documentation
SC 9 Presentation, Identification and Description of Documents

ISO   Organisation internationale de normalisation
TC 46 Information et documentation
SC 9 Présentation, identification et description des documents

1. Outline of the process for reviewing ISO/TC 46/SC 9's work

STEP 1: **Appointment of Project Leaders**

Project leaders are nominated and assigned for the following three subject areas: 1) bibliographic description and data; 2) subject description and data; and 3) presentation of documents.

Time frame:
> Nominations for project leaders from P-members and A-liaison organizations are submitted to the SC 9 Secretariat by July 20, 1999. Project leaders will be appointed by the SC 9 Chairperson and Secretary by the end of July 1999.

Responsibilities of the project leaders:

- To assist in editing the survey (see step 2) for their subject area, if required;

- To collate the results of the survey for their subject area;

- To prepare a report and recommendations based on the survey results;

- To act as Convenor of a working group meeting for their assigned subject area;

- To document and present the decisions of their working group meetings to TC 46/SC 9 for approval.

STEP 2: **Conduct survey(s) to solicit feedback on the use of existing SC 9 standards and the future direction of work in each subject area**

To be done by:
> The basic content of the survey(s) was prepared by an editing group during the SC 9 meeting in May 1999. Additional editing may be done by the project leaders, if required.
> The survey will be distributed by the SC 9 Secretariat who will forward the responses to the appropriate project leaders for compilation and analysis.

Time frame:
> The survey(s) is to be distributed by September 1999.
> Member bodies and liaison organizations are to respond to the survey(s) by November 1999.

STEP 3: **The survey results are compiled and used as the basis for reports and preliminary recommendations to be discussed in working groups of subject experts**

<u>To be done by</u>:
> The project leaders in each of the assigned subject areas.

<u>Time frame</u>:
> The project leaders are to submit their reports and preliminary recommendations by January 31, 2000.
>
> The SC 9 Secretariat is to distribute those reports to TC 46/SC 9 in February 2000, accompanied by the agenda for a working group meeting to be held in May 2000.

STEP 4: **Working groups of subject experts are convened to agree on recommendations regarding TC 46/SC 9's work in the assigned subject area**

<u>Time frame</u>:
> The working group meetings will be held in conjunction with the TC 46 meeting week in May 2000.

<u>Responsibilities of the working groups</u>:

- To finalize the recommendations to SC 9 about each of the standards in their assigned subject area and on the future programme of work in that area;

STEP 5: **The recommendations of the working group are discussed and approved by TC 46/SC 9, followed by implementation of the approved recommendations**

<u>Time frame</u>:
> Resolutions regarding the future direction and programme of work for each subject area are to be taken at the ISO/TC 46/SC 9 meeting in May 2000 for implementation following that meeting.

2. Questions to be addressed by the survey and subsequent reports:

For the ISO/TC 46/SC 9 standards in each of the three subject areas surveyed, the following questions should be addressed in the reports and recommendations of the Project Leaders:

- Is there evidence of actual implementation of these standards?

- What purpose do these International Standards serve? Whom are they intended to help? Are the objectives of these International Standards compatible with the objectives of the group(s) that are expected to implement them?

- Do the standards address a real need for international standardization within their intended user communities? Would there be a negative impact if any of these International Standards did not exist?

- Are they actually standards or are they guidelines? If they are guidelines, would they be more effective and/or implemented more widely if they were published in another form (e.g. as a Technical Report) or by another organization (e.g. an international association in the subject area)?

- Are any of these standards priced too high for their intended audience(s)?

- Are any of these standards out of date? If so, are the member bodies willing to commit resources to revise them?

- Should any of these ISO standards be withdrawn?

- If a standard is retained in the programme of work, is there a need to increase the recognition and implementation of the International Standard and, if so, what actions should be taken to do that?

- Is there a need for other ISO standards in the subject area and, if so, what might they be?

- In terms of future needs for standardization, is there a role for ISO/TC 46/SC 9 or has its role been supplanted by developments in other forums for reaching agreement on common practices and technical specifications in the subject area?

- Would it be productive to establish a permanent TC 46/SC 9 working group for the subject area? If so, are there available resources to support active participation in such a working group?

3.   ISO policies affecting the review

The following ISO policies should be kept in mind during the review of SC 9's current standards and future programme of work:

- ISO's strategic objective to ensure the market relevance of the ISO work programme and of published standards (see ISO/TMB *Communiqué*, no. 7, April 1999).

- The systematic review criteria for confirming an ISO standard specify that an International Standard should be withdrawn if it is not used either directly or indirectly as a national standard by at least five of the member bodies.

- As of 1997, ISO's Technical Management Board decided that when a standard is confirmed at its first 5-year review, the second review is to consist of a vote at the FDIS stage. If that FDIS vote fails, the standard should be withdrawn (see ISO/TMB resolution 84/1997).

- The criterion for accepting a new project (including revisions of existing standards) is that at least 5 P-members must be willing to participate actively in the development of that project. Working drafts or an outline of a working draft, as well as a nomination for project leader, must accompany proposals for new projects.

- ISO establishes the price of its International Standards strictly according to their number of pages. National sales agents for ISO standards then add their own fees on top of the basic ISO price.

- In general, ISO does not permit its International Standards to be made freely available via the Internet.

4. ISO standards within each of the three subject areas under review[1]

4.1   Bibliographic description and data

- ISO 4:1997, Documentation -- Rules for the abbreviation of title words and titles of publications. 11 pages [2]

- ISO 690:1987, Documentation -- Bibliographic references -- Content, form and structure. 11 pages.

- ISO 690-2:1997, Information and documentation -- Bibliographic references -- Part 2: Electronic documents or parts thereof. 18 pages

- ISO 832:1994, Information and documentation -- Bibliographic description and references -- Rules for the abbreviation of bibliographic terms. 5 pages

- ISO 7154:1983, Documentation -- Bibliographic filing principles. 8 pages

- 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. 26 pages

- ISO 10324:1997, Information and documentation -- Holdings statements -- Summary level. 31 pages

- ISO/DTR 11015, Information and documentation - Abbreviations of typical bibliographic words *[currently being developed as a Web-accessible database]*

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[1]   NOTE - The subject area of "information item identifiers" will not undergo the same process. Intead, it will be the topic of a special meeting of ISO Registration Authorities and other interested parties.

[2]   All page references are to the English edition of these ISO standards

4.2. Subject description and data

- ISO 999:1996, Information and documentation -- Guidelines for the content, organization and presentation of indexes. 47 pages

- ISO 2788:1986, Documentation -- Guidelines for the establishment and development of monolingual thesauri. 32 pages

- ISO 5963:1985, Documentation -- Methods for examining documents, determining their subjects, and selecting indexing terms. 5 pages

- ISO 5964:1985, Documentation -- Guidelines for the establishment and development of multilingual thesauri. 61 pages

4.3. Presentation of documents

- ISO 8, Documentation -- Presentation of periodicals. 4 pages

- ISO 18:1981, Documentation -- Contents list of periodicals. 2 pages

- ISO 214:1976, Documentation -- Abstracts for publications and documentation. 6 pages

- ISO 215:1986, Documentation -- Presentation of contributions to periodicals and other serials. 5 pages

- ISO 1086:1991, Information and documentation -- Title leaves of books. 5 pages

- ISO 2145:1978, Documentation -- Numbering of divisions and subdivisions in written documents.   2 pages

- ISO 2384:1977, Documentation -- Presentation of translations.   4 pages

- ISO 5122:1979, Documentation -- Abstract sheets in serial publications.   5 pages

- ISO 5123:1984, Documentation -- Headers for microfiche of monographs and serials. 6 pages

- ISO CD 5966, Information and documentation -- Guidelines for the presentation of technical reports *[revision of ISO 5966:1982 (22 pages)]*

- ISO 6357:1985, Documentation -- Spine titles on books and other publications. 3 pages

- ISO 7144:1986, Documentation -- Presentation of theses and similar documents. 10 pages

- ISO 7220:1996, Information and documentation -- Presentation of catalogues of standards. 17 pages

- ISO 7275:1985, Documentation -- Presentation of title information of series. 2 pages