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ISO/TC 46/SC 9 N 265
1999-05-09

**REPORT OF THE SECRETARIAT
to the ISO/TC 46/SC 9 meeting**

Paris - May 18/20, 1999

1. MEMBERSHIP AND LIAISONS

1.1 Member bodies

Since the May 1998 meeting, the Nederlands Normalisatie-instituut joined as a P-member because of Dutch interest in the ISAN project.

TC 46/SC 9 currently has 22 P-members and 15 O-members. The list of member bodies and liaison organizations is available on the ISO/TC 46/SC 9 Web site at <<http://www.nlc-bnc.ca/iso/tc46sc9/docs/sc9list.pdf>>.

1.2 Liaison organizations

There are currently 16 international organizations that have A-liaison status with TC 46/SC 9 and 3 organizations with B-liaison status.

ISO Council now requires an annual review of external liaisons by each committee. In 1998/99 the TC 46/SC 9 Secretariat contacted all liaisons as part of the process of updating the distribution list for SC 9 documents. The only organizations that did not confirm their liaison information are UNESCO and the International Federation of Science Editors (IFSE). However, because of SC 9's current project to revise ISO 5966 (Guidelines for the presentation of technical reports), the Secretariat recommends that these two organizations should be retained as liaisons for the duration of that project in the hope that they will contribute comments to the work.

1.3 Distribution of documents

As of March 1999, the TC 46/SC 9 Secretariat is distributing documents by e-mail only. Copies of all SC 9 documents are also available in the document register section of its Web site at: <<http://www.nlc-bnc.ca/iso/tc46sc9/restricted/registr.htm>>.

2. PUBLISHED STANDARDS

2.1 Recent standards

ISO 3297, *Information and documentation -- International Standard Serial Number (ISSN)* was published in November 1998. For promotional purposes, the table of contents and scope of ISO 3297 has been added to the public section of the TC 46/SC 9 Web site at: <<http://www.nlc-bnc.ca/iso/tc46sc9/standard/3297e.htm>>.

There are currently 29 published ISO standards included in the scope of TC 46/SC 9. A list of those standards with the scheduled dates of their next systematic reviews appears in Annex 1.

3. CURRENT PROGRAMME OF WORK

The status and target dates for each work item in SC 9's programme of work are summarized in Annex 1.

3.1 CD 3901, Information and documentation -- International Standard Recording Code (ISRC) [revision of ISO 3901:1986]

Relevant documents:

- N 257 (Committee Draft 3901)
- N 264 (Comments on CD 3901)
- N 267 (Responses to comments on CD 3901) [This document has not yet been distributed]

Project 3901 was distributed for a second round of CD voting in January 1999 at the request of AFNOR because of the number of changes to the text since the first CD was approved. The second CD 3901 was approved, with comments, by 80% of the members who voted. There were 2 negative votes (Australia and France) and 6 abstentions (Canada; Portugal; Russian Federation; Spain; Sweden; and the U.K.). The following member bodies did not submit votes: China; Denmark; Hungary; Iran; Japan; and the Netherlands.

Comments were submitted by the member bodies for Australia, the Czech Republic, France, Poland, the Russian Federation, and the U.S.A., as well as from the national ISRC agencies for Japan, India, Sweden and Germany. The comments on CD 3901 will be discussed during the TC 46/SC 9 meeting on May 18, 1999 with Dr. Nils Bortloff of the International Federation of the Phonographic Industry (IFPI) which provides the International Agency for the ISRC system.

Further information about the application of ISO 3901, including the ISRC *Practical Guide* for users and responses to "Frequently Asked Questions" about ISRC, can be found on IFPI's Web site at: <http://www.ifpi.org/technology/isrc_what.html>.

The project leader for CD 3901 is the SC 9 Secretary in cooperation with the International ISRC Agency at IFPI. The target date for reaching the FDIS stage is May 2000. The project will be automatically cancelled by ISO if it does not reach the FDIS stage by September 2000.

3.2 CD 5966, Information and documentation -- Guidelines for the presentation of technical reports [revision of ISO 5966:1982]

Relevant document:

- N 260 (Committee Draft 5966)

The working draft for the revision of ISO 5966 was revised in accordance with the suggestions made at the May 1999 ad hoc meeting for this project. The Committee Draft was distributed on April 6, 1999 as TC 46/SC 9 document N 260. The voting period for CD 5966 ends on July 6, 1999.

The project leader for CD 5966 is Ms. Christine Hasemann of the Universitätsbibliothek Hannover und Technische Informations-bibliothek (Germany).

3.3 ISO/DTR 11015, Web database of abbreviations of typical bibliographic terms

Relevant document:

- N 259 (Outcome of the 1998 survey of user requirements and action plan)

In 1997 SC 9 agreed that Project DTR 11015 should be continued in its programme of work until 1999, under the new leadership of Mr. Sten Hedberg (Sweden) in cooperation with the Russian State Library. Since then the project leader has completed a survey and report on user requirements for a Web database of the bibliographic abbreviations in DTR 11015. The project leader will report on the current status of the DTR 11015 project at the May 1999 meeting.

The Web server that will host the list of abbreviations, within the Swedish national library network, will not be ready to accommodate the DTR 11015 database until early 2000. Therefore, the Secretariat requests that SC 9 agree to extend the target date for completion of the DTR 11015 project to December 2000.

3.4 CD 15706, Information and documentation -- International Standard Audiovisual Number (ISAN)

Relevant documents:

- N 252 (Committee Draft 15706)
- N 261 (Comments on CD 15706)
- N 263 (WG 1 responses to comments on CD 15706)

Working Group 1 for the ISAN project has met 4 times since May 1998 and the Secretariat is pleased to report that the Group has made substantial progress. In addition to drafting the ISAN standard, WG 1 is developing rules of procedure for the ISAN system, a users' guide, a Web site for "Frequently Asked Questions" about the ISAN, and a draft contract for the ISO 15706 Registration Authority, as well as dealing with funding and promotional issues for the ISAN system.

Committee Draft 15706 was distributed for voting by TC 46/SC 9 in October 1998. It was approved, with comments, by 92% of the P-members who voted. There was one negative vote (France) and one abstention (U.K.). The following member bodies did not vote: China, Hungary, Iran, Poland, the Russian Federation, and South Africa.

Comments on CD 15706 were submitted by the member bodies for: Canada, the Czech Republic, France, Germany, Japan, Spain, Sweden, and the U.S.A.

Working Group 1's responses to the comments on CD 15706 will be discussed during the TC 46/SC 9 meeting on May 19, 1999 with the Convenor of WG 1, Mr. André Chaubeau of the International Federation of Film Producers Associations (FIAPF).

The next WG 1 meeting will be held in June 1999. Further information about the ISAN project can be found on WG 1's Web site at: <<http://www.nlc-bnc.ca/iso/tc46sc9/wg1.htm>>.

3.5 CD 15707, Information and documentation -- International Standard Work Code (ISWC) -- Part 1: Musical works

Relevant documents:

- N 253 (Committee Draft 15707)
- N 262 (Comments on CD 15707)

Working Group 2 met in October 1998 to prepare the draft ISWC standard for submission to SC 9 for voting. The Committee Draft was distributed in December 1998. CD 15707 was approved, with comments, by 100% of the P-members who voted. There were 3 abstentions (Portugal, Spain, and the U.K.). The following member bodies did not vote: China, Hungary, Iran, and the Russian Federation.

Comments on CD 15707 were submitted by the member bodies for: Canada, the Czech Republic, Denmark, France, Germany, South Africa, Sweden, and the U.S.A.

The comments on CD 15707 will be discussed during the TC 46/SC 9 meeting on May 19, 1999 with the Convenor of WG 2, Mr. Dominique Yon of the International Confederation of Societies of Authors and Composers (CISAC).

Further information about the ISWC project can be found on the SC 9/WG 2 Web site at: <<http://www.nlc-bnc.ca/iso/tc46sc9/iswc.htm>>.

4. SYSTEMATIC REVIEW OF EXISTING STANDARDS

4.1 1999 systematic reviews

The following TC 46/SC 9 standards are undergoing their systematic (i.e. every five years) review in 1999:

- ISO 832:1994, *Information and documentation -- Bibliographic description and references -- Rules for the abbreviation of bibliographic terms*
- ISO 10444:1994, *Information and documentation -- International standard technical report number (ISRN)*

IMPORTANT - Please note ISO has changed the administrative procedures for the systematic review. Voting forms are to be returned to the SC 9 Secretariat (and not to the Central Secretariat). The deadline for responses is June 30, 1999.

4.2 1998 systematic reviews

Relevant document:

- N 266 (Summary of the systematic reviews of ISO/TC 46/SC 9 standards)

The following TC 46/SC 9 standards underwent their scheduled five-year review in 1998. Comments submitted during these reviews are summarized in document N 266.

- **ISO 2145:1978, *Documentation -- Numbering of divisions and subdivisions in written documents***

Results of the voting on ISO 2145 were: Approval = 6 P-members; Approval with changes = 1 P-member; Disapproval = 0; Withdrawal = 0; Abstentions = 0. The voting results showed that ISO 2145 is used by 9 of the ISO member bodies; 7 of those members use ISO 2145 without change. Only 4 member bodies indicated a willingness to participate in revising ISO 2145, if needed.

The Secretariat recommended **confirmation** of ISO 2145.

- **ISO 2146:1988, *Documentation -- Directories of libraries, archives information and documentation centres and their data bases***

Results of the voting on ISO 2146 were: Approval = 5 P-members; Approval with changes = 2 P-members; Disapproval = 0; Withdrawal = 2 P-members; Abstentions = 4. The voting results showed that ISO 2146 is used by only 3 of the ISO member bodies and only 1 of those uses it without change. Furthermore, only 4 member bodies indicated a willingness to participate in revising ISO 2146. ISO's new review criteria require that if a standard is not used either directly or indirectly by at least five member bodies it should be withdrawn.

Based on these voting results, the Secretariat is recommending that ISO 2146 should be **withdrawn**.

ISO 2146 has always been somewhat out of place in SC 9's programme of work. In 1997 the Secretariat contacted the TC 46/SC 8 Secretariat about transferring ISO 2146 to SC 8 on the basis that it had more in common with the collection of statistical data about libraries than it did with the scope of SC 9's work on the presentation, identification and description of documents. However, the SC 8 Secretariat declined the suggested transfer. Given the general lack of interest in this International Standard, it should be withdrawn.

ISO's procedures for withdrawal of a standard require consultation with all the ISO member bodies. The SC 9 Secretariat intends to ask the Central Secretariat to initiate that consultation following the May 1999 meeting.

- **ISO 7154:1983, *Documentation -- Bibliographic filing principles***

Results of the voting on ISO 7154 were: Approval = 4 P-members; Approval with changes = 1 P-member; Disapproval = 1 P-member; Withdrawal = 2 P-members; Abstentions = 5. The voting results showed that ISO 7154 is used by 5 of the ISO member bodies; 3 of those members use ISO 7154 without change. Only 4 member bodies indicated a willingness to participate in revising ISO 7154, if needed.

The Secretariat recommended the **confirmation** of ISO 7154 for this review period, on the understanding that it may be revised after the review of SC9's programme of work is completed.

- **ISO 10957, *Information and documentation -- International standard music number (ISMN)***

The 1998 voting form for ISO 10957 was different than the form used for reviewing the above standards, so the results of the ISO 10957 review are in a slightly different format.

The review of ISO 10957 showed that the standard has been implemented by 7 of the ISO member bodies; all of which use ISO 10957 without change. Based on these results, the Secretariat recommended the **confirmation** of ISO 10957. An amendment proposal dealing with the calculation of the ISMN check digit is still planned.

4.3. New procedures for the systematic review of published standards

Members should note that under new procedures for the systematic review of ISO standards, when a standard has been confirmed at its first five year review, the second review will consist of a vote at the FDIS stage on the existing text of that standard. If the existing text is approved by that FDIS vote, the International Standard may be confirmed. If the FDIS fails the vote, the standard should be withdrawn.

5. REVIEW OF TC 46/SC 9'S PROGRAMME OF WORK

Relevant document:

- N 258 (Revised proposal for a review of SC 9's programme of work) [This document has not yet been distributed]

The four subject areas to be dealt with in the review of SC 9's work are:

- presentation of documents;
- bibliographic description and data;
- subject description and data (possibly combined with bibliographic description and data); and,
- information item identifiers.

At the May 1998 meeting, the Secretary was asked to prepare the terms of reference for 3 or 4 working groups to conduct a review of SC 9's programme of work in these subject areas. For various reasons this was not done within the time frame established at the 1998 meeting. Since then the Secretariat has reconsidered its original proposal to establish working groups and would like to proceed first by conducting a survey, the results of which would form the basis for further consideration by SC 9.

The content of the proposed survey is open to discussion and, if necessary, one or more ad hoc groups will be convened during the May 1999 meeting to prepare the actual survey questions. The Secretariat will also be asking for volunteer project leaders to coordinate the results of the survey into reports and recommendations for consideration by SC 9 at its next meeting in the year 2000.

6. WEB SITE FOR ISO/TC 46/SC 9

All ISO/TC 46/SC 9 documents and a summary of SC 9's current programme of work are available in the Members' Section of the TC 46/SC 9 Web site. A password is required to access the Members' Section. Participants in SC 9's work may obtain the password upon application to the TC 46/SC 9 Secretariat.

Statistics on the use of ISO/TC 46/SC 9's Web site are given in Annex 2. It is interesting to note that the most heavily used sections of the site are the excerpts from ISO 690-2 on bibliographic references to electronic documents.

STATUS OF WORK ALLOCATED TO ISO/TC46/SC9**1. WORK IN PROGRESS**

CD = Committee Draft

DTR = Draft Technical Report

<u>Reference No.</u> (+ date registered)	<u>Title</u>	<u>Status</u>	<u>WG Convenor or Project leader</u>
CD 3901 (1993-09)	International Standard Recording Code (ISRC) [revision of ISO 3901:1986]	CD approved with comments. Responses to comments to be discussed at May 1999 meeting. Target date for FDIS stage: May 2000.	J. Thacker (Secretariat) with N. Bortloff (IFPI)
CD 5966 (1996-12)	Guidelines for the presentation of technical reports [revision of ISO 5966:1982]	CD voting in progress (N260) Deadline for CD voting: July 6, 1999. Target date for FDIS stage: September 2000.	C. Hasemann (Germany)
CD 15706 (1997-02)	International Standard Audiovisual Number (ISAN)	CD approved with comments. WG1 responses to comments to be discussed at May 1999 meeting. Target date for FDIS stage: January 2000.	A. Chaubeau (FIAPF)
CD 15707 (1997-02)	International Standard Work Code (ISWC) -- Part 1: Musical works	CD approved with comments. Comments to be discussed at May 1999 meeting. Target date for FDIS stage: January 2000.	D. Yon (CISAC)
DTR 11015 (1977-06; reconfirmed 1997-05)	Web database of abbreviations of typical bibliographic terms	List of abbreviations is being converted to a Web-accessible database Target date must be extended. Existing target date: 1999. Suggested new target date for completion: December 2000.	S. Hedberg (Sweden)

2. PUBLISHED STANDARDS

Reference number	Year and edition	Title	Next scheduled review
ISO 4	1997 (3rd)	Rules for the abbreviation of title words and titles of publications	2002
ISO 8	1977 (1st)	Presentation of periodicals	2002
ISO 18	1981 (1st)	Contents list of periodicals	2001
ISO 214	1976 (1st)	Abstracts for publications and documentation	2002
ISO 215	1986 (1st)	Presentation of contributions to periodicals and other serials	2001
ISO 690	1987 (2nd)	Bibliographic references -- Content, form and structure	2002
ISO 690-2	1997 (1st)	Bibliographic references -- Part 2: Electronic documents or parts thereof	2002
ISO 832	1994 (2nd)	Bibliographic description and references -- Rules for abbreviation of bibliographic terms	1999
ISO 999	1996 (2nd)	Guidelines for the content, organization and presentation of indexes	2001
ISO 1086	1991 (2nd)	Title leaves of books	2001
ISO 2108	1992 (3rd)	International standard book numbering (ISBN)	2002
ISO 2145	1978 (2nd)	Numbering of divisions and subdivisions in written documents	2003
ISO 2146	1988 (2nd)	Directories of libraries, archives, information and documentation centres, and their data bases	Withdrawal recommended
ISO 2384	1977 (1st)	Presentation of translations	2000
ISO 2788	1986 (2nd)	Guidelines for the establishment and development of monolingual thesauri	2001

ISO 3297	1998 (3rd)	International standard serial number (ISSN)	2003
ISO 5122	1979 (1st)	Abstract sheets in serial publications	2000
ISO 5123	1984 (1st)	Headers for microfiche of monographs and serials	2001
ISO 5963	1985 (1st)	Methods for examining documents, determining their subjects, and selecting indexing terms	2000
ISO 5964	1985 (1st)	Guidelines for the establishment and development of multilingual thesauri	2000
ISO 6357	1985 (1st)	Spine titles on books and other publications	2000
ISO 7144	1986 (1st)	Presentation of theses and similar documents	2001
ISO 7154	1983 (1st)	Bibliographic filing principles	2003
ISO 7220	1996 (1st)	Presentation of catalogues of standards	2001
ISO 7275	1985 (1st)	Presentation of title information of series	2000
ISO 10324	1997 (1st)	Holdings statements -- Summary level	2002
ISO 10444	1994 (1st)	International standard technical report number (ISRN)	1999
ISO 10957	1993 (1st)	International standard music number (ISMN)	2003
ISO/TR 8393	1985 (1st)	ISO bibliographic filing rules (International Standard Bibliographic Filing Rules) -- Exemplification of bibliographic filing principles in a model set of rules	-- ?

1998/1999 Statistics on Use of the ISO/TC 46/SC 9 Web Site

These figures represent the number of times that the files (ie. Web pages) on the ISO/TC 46/SC 9 Web site were accessed each month during 1998/1999. They do not represent separate visits to the site, i.e. if a visitor to the Web site viewed 5 separate pages on a single visit, that would count as five accesses of the TC 46/SC 9 Web site.

Total number of times that files on the ISO/TC 46/SC 9 Web site were accessed between April 1, 1998 and March 31, 1999: **44,177**

APRIL 1998: 3462 TOTAL SITE 1440 SC9 Home Page 1046 ISO 690-2 (English version) n/a ISO 690-2 (French version)	OCTOBER 1998: 4350 TOTAL SITE 1473 SC9 Home Page 1517 ISO 690-2 (English version) 124 ISO 690-2 (French version)
MAY 1998: 3465 TOTAL SITE 1406 SC9 Home Page 933 ISO 690-2 (English version) n/a ISO 690-2 (French version)	NOVEMBER 1998: 4083 TOTAL SITE 1290 SC9 Home Page 1576 ISO 690-2 (English version) 145 ISO 690-2 (French version)
JUNE 1998: 3438 TOTAL SITE 1392 SC9 Home Page 838 ISO 690-2 (English version) 18 ISO 690-2 (French version)	DECEMBER 1998: 3336 TOTAL SITE 916 SC9 Home Page 1192 ISO 690-2 (English version) 109 ISO 690-2 (French version)
JULY 1998: 3441 TOTAL SITE 1401 SC9 Home Page 927 ISO 690-2 (English version) 53 ISO 690-2 (French version)	JANUARY 1999: 3647 TOTAL SITE 1011 SC9 Home Page 1196 ISO 690-2 (English version) 100 ISO 690-2 (French version)
AUGUST 1998: 3435 TOTAL SITE 1297 SC9 Home Page 889 ISO 690-2 (English version) 79 ISO 690-2 (French version)	FEBRUARY 1999: 3320 TOTAL SITE 910 SC9 Home Page 1118 ISO 690-2 (English version) 111 ISO 690-2 (French version)
SEPT. 1998: 3306 TOTAL SITE 1248 SC9 Home Page 1195 ISO 690-2 (English version) 77 ISO 690-2 (French version)	MARCH 1999: 4894 TOTAL SITE 1272 SC9 Home Page 1855 ISO 690-2 (English version) 187 ISO 690-2 (French version)