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ISO/TC 46/SC 9 N 250

**ISO/TC 46/SC 9
Information and Documentation -
Presentation, Identification and Description of Documents**

**REPORT OF THE MEETING
Athens, 1998-05-13/14**

1. Opening of the meeting

Christine Deschamps welcomed delegates to the eleventh meeting of ISO/TC 46/SC 9.

2. Roll call of delegates

Thirty-five delegates from 15 member countries and 3 liaison organizations were present at the meeting. The list of participants appears in Annex A.

3. Adoption of the agenda

The agenda (N 245) was adopted with the following additions:

- 6.3 Confirmation of ISO 3901
- 12.1 Liaison request from FERA
- 14.1 Electronic distribution of SC 9 documents
- 14.2 Request for SC 9 participation in an IFLA Open Forum

4. Appointment of the drafting committee

George Richardson and Genviève Boissard volunteered to draft the resolutions of the meeting.

5. Report of the Secretariat

The Secretariat's report appears in document N 249. Participants noted their appreciation for the Secretary's work on developing the TC 46/SC 9 Web site.

6. Standards in preparation

6.1 Working Draft 5966, Information and documentation -- Presentation of technical reports

An ad hoc group met on 1998-05-14 to discuss the Working Draft (N 246). In the absence of the Project Leader, the discussion was chaired by Jane Thacker.

The ad hoc group proposed several changes to Working Draft 5966, as follows:

- The text should be reorganized to eliminate repetition among the various sections and to distinguish between the specifications for presentation and those for bibliographic information;
- The title was changed to “Information and documentation -- Guidelines for the presentation of technical reports”;
- Specifications for reports in electronic form should be elaborated;
- References to out-of-date production facilities such as typewriters were removed;
- The level of some requirements (should vs. shall) were changed;
- The section concerning bibliographic references was changed to comply with ISO 690;
- Numerous editorial changes were made to the wording of various clauses.

These changes will be reflected in the Committee Draft. The group also discussed the need to promote ISO 5966 to its intended audience.

6.2 User requirements for ISO/DTR 11015 - Information and documentation - Bibliographic description and references - List of abbreviations of typical bibliographic terms

The project leader, Sten Hedberg, reported on the results of the survey of user requirements (N 244) for the database of abbreviations of bibliographic terms. The response rate was low; only 3 member bodies replied. These responses were supplemented by further enquiries within Sweden and by comments made at the TC 46 Open Session. There is little doubt, however, that DTR 11015 must be made available as a database. A print version would be prohibitively expensive given ISO's pricing policies and would be impossible to maintain.

Another key factor is that the use of abbreviations in cataloguing practice has changed over the life of this project. The use of abbreviations is now being discouraged in many agencies because they create problems for information exchange. Nevertheless, when economy of space is necessary, abbreviations are used and it would be helpful to have a reference tool such as DTR 11015 to standardize and interpret abbreviations when they are used. The project leader concluded that the database is needed and should be widely accessible to individual bibliographers as well as to libraries.

The current plan is to host the DTR 11015 database on the Web interface to Sweden's LIBRIS system. LIBRIS should be ready to accommodate the DTR 11015 database sometime in the year 2000 but, before that can be done, the data in DTR 11015 will have to be converted to a new format and updated. The project leader will be asking for contributions from SC 9's member bodies for additions and corrections to the abbreviations in their language groups.

Christine Deschamps asked participants whether the DTR 11015 project should be continued. There were no objections.

Sten Hedberg will issue a formal summary of the survey results later this year. Participants were encouraged to send any additional comments to the project leader before he finalizes his written report on this stage of the project.

6.3 Project 3901 - Revision of ISO 3901:1986, Information and documentation -- International Standard Recording Code (ISRC)

SC 9 reconfirmed Project 3901 with a revised target date of November 1998 for the DIS stage.

7. Proposed reorganization and review of ISO/TC 46/SC 9 activities

Jane Thacker presented the Secretariat's proposal to review and restructure TC 46/SC 9 and its programme of work (see N 247). Two options were presented. Option 1 was to divide SC 9 into two subcommittees; one for document identification and the other for the presentation and description of documents. Option 2 was to divide SC 9 into 4 new Working Groups for the following subject areas: document identification; bibliographic description and data; document presentation; and subject description.

Participants discussed the two options. The option to divide SC 9 into working groups was preferred by most participants. Klaus Sondergaard noted, however, that permanent working groups were no longer covered in ISO's directives which state that WG are established for specific projects and expire upon completion of each project. Nevertheless, participants felt that Option 1 would be too costly for the member bodies and that it would be difficult to find administrative support for a new SC.

It was agreed that working groups would be established to review each area of SC 9's work programme, with the possibility of combining subject description and bibliographic description in a single working group.

The participants then addressed the question of how this review should be done. Sally McCallum emphasized the importance of obtaining information on the actual use of SC 9's standards. This information would have to be compiled at the national level within SC 9's member organizations. She suggested a survey to determine the use of SC 9's standards and solicit concrete examples of their application.

Dominique Yon asked why the term "document identification" was used for one of the proposed working groups. He noted that works are not necessarily documents. The term will be changed to "information item identifiers".

The SC 9 Secretariat will draft a new proposal for reviewing SC 9's programme of work with terms of reference for the proposed working groups. Members will be asked to indicate their intention to participate in the working groups and to commit resources within their national

committees for the review of SC 9's work. Based on their responses, SC 9 will determine the number of working groups that should be established and how to proceed with the review.

8. ISO/WD 15707 - Information and documentation - International Standard Work Code (ISWC)

Dominique Yon, project leader for the ISWC, updated participants on developments in Working Group 2. At its introductory meeting in 1997, WG 2 decided that the scope of the ISWC Working Draft should focus solely on musical works as Part 1 of a potentially broader ISWC standard. A small ad hoc group was established at that meeting to review the definitions of "work" and "musical work" in the ISWC draft standard. Since then a new draft has been prepared with improved definitions and additional specifications for the supporting data about musical works. WG 2 will probably meet in New York in October 1998 to finalize the text for submission as a Committee Draft.

In response to concerns raised by the Secretariat about CISAC's use of the name "International Standard Work Code" for its existing identification system, Dominique Yon reported that they had agreed to change the name of their system to CISAC's "Information System Work Code (ISWC)" until such time as the ISO International Standard was approved.

Concerning the ISWC supporting data, Hartmut Walravens noted that what CISAC is developing will likely incorporate an authority file for the names of authors and composers. Since most library systems already have extensive authority files, he suggested that this would be a useful area for cooperation and coordination between libraries and the ISWC agencies.

9. Periodical reviews

The following SC 9 standards are subject to periodical review in 1998:

- ISO 2146:1988, Documentation -- Directories of libraries, archives information and documentation centres and their data bases
- ISO 7154:1983, Documentation -- Bibliographic filing principles
- ISO 2145:1978, Documentation -- Numbering of divisions and subdivisions in written documents
- ISO 10957:1993, Information and documentation -- International Standard Music Number (ISMN)

Jane Thacker noted that SC 9 had already approved a project to amend ISO 10957 as regards the procedure for check digit calculation. Albert Simmonds reported that there were some additional concerns in the U.S. about the way in which the ISMN is being implemented. Apparently some vendors have changed the ISMN prefix "M" to a "0" which could lead to confusion with the ISBN syntax when the "979" Bookland prefix is used. At the moment, however, the "979" prefix is not being used so there is time to address this issue before it causes problems.

Given the timing of the periodical review, the Secretariat will wait for any additional comments about ISO 10957 before submitting an amendment proposal to ISO.

Votes on the 1998 periodical reviews are due in June 1998.

10. Work items on which no progress is being made - Status and action to be taken

10.1 Project 8 - Revision of ISO 8:1977, Documentation -- Presentation of periodicals

Pending the results of the restructuring and review of SC 9's activities, the project to revise ISO 8 was suspended. SC 9 expressed its sincere appreciation to Nancy Selinger (U.S.A.) for her work in preparing the working draft for this project.

11. Items for future work

11.1 Serial Item and Contribution Identifier (SICI)

George Richardson reminded participants that when SC 9 withdrew the biblid standard (ISO 9115) in 1996, it envisioned putting the American SICI standard (ANSI/NISO Z39.56-1991 "Serial Item and Contribution Identifier") into ISO's "fast track procedure" as the replacement for ISO 9115.

Various participants expressed continued interest in submitting the SICI standard as a new work item for international standardization. However, the American National Information Standards Organization (NISO) which developed the SICI standard may be reluctant to do this in the immediate future given ISO's current policies regarding copyright. When national standards are adopted by ISO under the fast-track procedure, ISO assumes the rights to the international version of that standard. As a result, if the organization that originally developed the standard wants to formally adopt the international version for their national standard, they are usually obliged to pay a royalty to ISO for its use even though they were its original developers. This policy does not encourage national standards organizations to submit their work as potential International Standards. Furthermore, NISO makes the SICI standard available on the Web which would not be possible under ISO's policies for electronic distribution of International Standards.

This matter will be brought to the attention of the Advisory Group for further action.

11.2 Other

George Richardson reported that BSI has a U.K. standard for bibliographic references and would be interested in having it replace ISO 690. Jane Thacker proposed that SC 9 wait until the next review of ISO 690 before considering a revision of the standard. She noted that it might be a disadvantage to issue ISO 690 as one large standard (instead of in parts) because ISO bases the price of a standard on the number of its pages. This means that lengthy standards become prohibitively expensive. Since the greatest demand is for guidance on referencing electronic documents, there is an advantage (in terms of cost) to having ISO 690-2 issued as a separate and shorter publication for users who are only interested in references for electronic documents.

Leif Makhholm reported that Denmark is working on a national implementation of the Dublin Core set of metadata elements for their legal deposit materials. Denmark would be interested in an International Standard based on the Dublin Core. However, it might be best for the Dublin Core to be developed as a national standard first and subsequently use ISO's fast-track process to create an international version. Sally McCallum, Chairperson of TC46/SC 4, noted that metadata overlaps with the data element work within SC 4 and would require coordination between the two subcommittees.

Other suggestions for future work included a standard for the covers of optical discs (CD-ROMs) and for an international version of the future Digital Object Identifier (DOI) standard.

Hartmut Walravens referred to the ISAN project and the importance of granularity in the development of identifiers (i.e. the level to which identifiers are assigned for the particular components within a document). Developments in the technology are making it increasingly necessary to identify smaller units or fragments of publications because the rights to such fragments (e.g. an illustration) may be held individually. He suggested that guidelines for publishers and information producers on the method of determining what constitutes a separately identifiable unit of a work or publication would be helpful. Catherine Lupovici felt that this matter should be considered during the review of SC9's work because granularity is a content issue that affects what is being described as well as what is being numbered.

Hartmut Walravens asked if there was any news about the development of a BICI (Book Item and Contribution Identifier) standard. This subject has not been discussed within the ISO framework.

Jane Thacker reminded participants that proposals for new work items must be formally presented for voting, along with a working draft and the name of a proposed project leader.

12. Additional liaison requirements

12.1 Liaison with FERA

SC 9 approved the establishment of an A-liaison with the Federation of European Film Directors (FERA). FERA is interested in participating in Project 15706 for an International Standard Audiovisual Number.

12.2 Other liaisons

Pat Harris suggested that a liaison with the scientific, technical and medical (STM) publishing community should be considered.

13. Requirements concerning a subsequent meeting

The next SC 9 meeting will be held in conjunction with the ISO/TC 46 plenary meeting in Paris during the week of May 17-23, 1999.

14. Any other business

14.1 Electronic distribution of SC 9 documents

The TC 46/SC 9 Secretariat would like to limit postal distribution of documents in order to decrease costs and increase the speed of document delivery. It proposes using the SC 9 Web site and e-mail to distribute committee documents, unless otherwise specifically requested by a member body or liaison organization.

There were no objections to the proposal. A notice will be sent to member bodies informing them of this decision. Participants were asked to ensure that the SC 9 Secretariat has their current e-mail address.

14.2 Request for participation in an IFLA Open Forum

Christine Deschamps presented a request from IFLA for representation from ISO/TC 46/SC 9 at an Open Forum of IFLA's Division of Bibliographic Control in Amsterdam on August 7, 1998. Catherine Lupovici and Hartmut Walravens volunteered to attend and give presentations on SC 9's activities.

14.3 ISBN policies for networked documents

Hartmut Walravens was asked about the ISBN system's policies regarding application of ISBN to documents published on the Internet. He reported that the October 1997 Advisory Panel meeting had confirmed the general ISBN policy that electronic publications in whatever form may receive ISBN provided that they are in the category of eligible publications (i.e. that they are not serials). The ISBN Agency is in the process of revising its users' manual to provide guidance on this matter. The work has been delayed, however, because they want to include information on recent developments for the Digital Object Identifier (DOI). The new edition of the ISBN users' manual should be available by September 1998.

The question was again raised about whether the ISBN has the numbering capacity to cover networked publications. In response, Hartmut Walravens noted that documents at the article level do not qualify for ISBN and that one-tenth of the entire allotment of ISBN have not yet been assigned. Nevertheless, it is clear that within ten years some countries may be at the point where they need a larger allotment of numbers. The problem of capacity will be discussed further at the next international ISBN meeting in October 1998.

Jane Thacker asked if the ISBN system will be developing criteria for what it considers as a "publisher" in the context of the Internet. She noted the unlimited potential of the Internet for "vanity publishing" and that anyone with a Web page could theoretically be considered as a publisher. Hartmut Walravens answered that there are no established criteria at the moment and

that it might be unrealistic in practical terms to define this concept. He stated that there are no immediate problems in this respect concerning the numbering capacity because the ISBN agencies have been giving single numbers for “author publishers” instead of publisher prefixes with blocks of numbers.

Albert Simmonds reported that it will be possible to increase the numbering capacity by ten times in the DOI system. In addition, the ISBN’s capacity could be increased by using the “979” Bookland/EAN prefix to create a 13-digit ISBN. In the U.S.A., Barnes and Noble is already doing this by putting the “978” prefix in front of the 10-digit ISBN, thereby creating a 13 digit code.

The SC 9 Secretariat has received requests from some of the national ISBN agencies for guidance on how the ISBN standard (ISO 2108) applies to networked documents. She asked whether the International ISBN Agency could develop a Web site to promote uniform policies and guidelines on this subject among the ISBN agencies. Hartmut Walravens replied that the development of an ISBN Web site was dependent on the system resources of their host organization, although they expect to do this at some point. In the meantime, the U.S. ISBN Agency has offered its services to provide information about the ISBN system on the Web.

15. Approval of resolutions

The resolutions were read and approved (see document N 251).



**Participants at the May 1998 meeting of
ISO/TC 46/SC 9
Athens, 1998-05-13/14**

Chairperson: Christine Deschamps

Secretariat: Jane Thacker

DELEGATES:

Bulgaria (O)	Sevdalina Galabova Dessislava Goulenova	Japan (P)	Ikuko Sugano
Canada (P)	Margaret Stewart	Korea, Rep. (O)	Kyong-hee Yu
China (P)	Chen Wei Li Xiujin Cai Jingsheng Song Wen	Poland (P)	Marta Grabowska Maria Janowska
Denmark (P)	Klaus Sondergaard Leif Andresen	Russian Fed. (P)	Vladimir Nechiporenko
Finland (P)	Inkeri Salonharju	Sweden (P)	Sten Hedberg Karita Thomé
France (P)	Catherine Lupovici Genviève Boisard Elizabeth Guiliani Jean-Arthur Creff	U.K. (P)	George Richardson
Germany (P)	Christine Hasemann Hartmut Walravens	U.S.A. (P)	Sally McCallum Patricia Harris Albert Simmonds
Italy (P)	Anna Maria Campanile Brunella Sebastiana		

LIAISON ORGANIZATIONS:

- **Confédération internationale des sociétés d'auteurs et compositeurs (CISAC):** Dominique Yon
- **European Association of Science Editors (EASE):** Jenny Gretton
- **ISSN International Centre:** Françoise Pellé; Alain Roucolle

OBSERVERS:

Lithuania: Vytautas Jonas Valiukenas
Nijole Dudlauskienė



**Resolutions of the May 1998 meeting
of ISO/TC 46 /SC 9**

Athens, Greece - 1998-05-13

Resolution 1: Project 3901, Information and documentation -- International Standard Recording Code (ISRC)

SC9 resolves to confirm Project 3901 with the ISO Central Secretariat with a target date of November 1998 for the DIS stage.

Résolution 1: Projet 3901, Information et documentation -- Code international normalisé des enregistrements (ISRC)

SC 9 confirme le projet 3901 auprès du Secrétariat de l'ISO pour être présenté comme DIS, avec une date limite de révision fixée à novembre 1998.

Resolution 2: ISO/TC 46/SC 9 restructuring proposal

SC 9 resolves that in July 1998, the Secretary should prepare and send Terms of Reference for Option 2 of the re-structuring proposal (TC 46/SC 9 N 247) to all member bodies to determine their level of commitment to convene and participate in the Working Groups. Their responses are to be made by the end of October 1998.

Résolution 2: Projet de restructuration de l'ISO/TC 46/SC 9

SC 9 décide que le Secrétariat préparer et enverra à tous les membres en juillet 1998 les mandats à remplir pour l'option 2 du projet de restructuration (TC 46/SC 9 N 247) afin de déterminer leur engagement à animer des groupes de travail et à y participer; leur réponse devant parvenir pour la fin d'octobre 1998.

Resolution 3: Problem of ISO policy / Problème posé par la politique de l'ISO

SC 9 resolves that the Advisory Group of TC 46 be given a resolution to pass to ISO Central Secretariat, based on the SICI example, about the problems of ISO policy acting as a deterrent to a national standard being presented as an ISO standard or draft standard.

Résolution 3: Problème posé par la politique de l'ISO

SC 9 décide d'adresser au Group consultatif du TC 46 pour transmission au Secrétariat central de l'ISO une résolution, basée sur l'exemple du SICI, concernant les problèmes posés par la politique de l'ISO restreignant la présentation d'une norme nationale comme norme ou projet de norme de l'ISO.

Resolution 4: Liaison with the Federation of European Film Directors

SC 9 resolves to accept the request for A-liaison by the Federation of European Film Directors for project WD 15706, International Standard Audiovisual Number (ISAN).

Résolution 4: Liaison avec la Fédération européenne des réalisateurs de l'audiovisuel

SC 9 accepte la demande de la Fédération européenne des réalisateurs de l'audiovisuel d'être reconnue comme membre de liaison A pour le projet WD 15706, Numéro international normalisé pour les oeuvres audiovisuelles (ISAN).

Resolution 5: Next meeting

SC 9 resolves to meet next in Paris between May 17-23, 1999 in conjunction with the TC 46 plenary week.

Résolution 5: Prochaine réunion

SC 9 décide de tenir sa prochaine réunion à Paris du 17 au 23 mai 1999, conjointement avec la semaine de réunion plénière du TC 46.

Resolution 6: Open Forum of the IFLA Division of Bibliographic Control

SC 9 requests that Madame Lupovici and Dr. Walravens make presentations on SC 9 activities at the Open Forum of the IFLA Division of Bibliographic Control in Amsterdam on 1998-08-17.

Résolution 6: Open Forum de la Division du contrôle bibliographique de l'IFLA

SC 9 décide que Mme Lupovici et le Dr Walravens feront une présentation des activités du SC 9 à l'Open Forum de la Division du contrôle bibliographique de l'IFLA le 17 août 1998.

APPRECIATION

SC 9 extends its appreciation to ELOT, Mr. Evangelos Melagrakis and its staff for the excellent facilities and hospitality provided for SC 9.

REMERCIEMENTS

SC 9 exprime ses remerciements à ELOT, M. Evangelos Melagrakis et ses collègues pour l'hospitalité et les excellentes conditions de travail offerts au SC 9.