**Minutes of the 21ˢᵗ Meeting of the Permanent**

**UNIMARC Committee**

**2010 March 29-30**
**enssib, Lyon, France**
**-- 2010 July 9 --**


**Present:**  Ms. Inês Cordeiro (Portugal), Director of the UNIMARC Core Activity
Ms. Rosa Galvão (Portugal)
Mr. Alan Hopkinson (UK), Chair
Ms. Cristina Magliano (Italy)
Ms. Agnès Manneheut (France)
Mr. Jay Weitz (USA), Vice Chair, rapporteur
Ms. Olga Zhlobinskaya (Russia)

**Absent:**  Ms. Liubovė Buckienė (Lithuania)
Ms. Joanna Demopoulos (Greece)


## I.    Opening of the Meeting

Chair Mr. Alan Hopkinson opened the 21ˢᵗ meeting of the Permanent UNIMARC Committee (PUC) at 9:10 a.m. on Monday, 2010 March 29.

Note that these minutes do not necessarily reflect the chronological order in which each topic was discussed.


## II.    Approval of the Minutes of the Informal Meetings Held in Milan, Italy, August 2009

The minutes from the Milan informal meetings of the PUC, 2009 August 24 and 27, were reviewed, updated, and approved, with the following changes and updates, in *italics*:

| Action | Responsible | Deadline | Status |
|---|---|---|---|
| 10.  Translate UNIMARC/EAD crosswalk to English | Manneheut | 31 December 2009 | *Still in progress* |
| 27.  Expand Guidelines for using UNIMARC for Microforms | Leresche | 31 December 2009 | *Still in progress* |
| 44.  Review Latin alphabet | Galvão | 2011 | *Still in* |

| Action | Responsible | Deadline | Status |
|---|---|---|---|
| examples | | | *progress: Request to be reviewed as soon as possible.* |
| 45.  Review Cyrillic examples | Zhlobinskaya | 2011 | |
| 51.  Redraft 013 | Magliano | 31 Dec 2008 | *ISMN completed, to be mounted on Web.* |

**2008/23**:  UNISlim XML Schema.
Mr. Hopkinson wrote to Tommy Schomacker of the Danish standards organization, proposing changes to ISO 25577, improving upon Mr. Skvortsov's original proposal, making it more hospitable to UNIMARC.  Mr. Hopkinson will write to Mr. Skvortsov for the current version of the schema.  (**Action:  Mr. Hopkinson**)
> *Changes will be incorporated into next version of ISO 25577.*

**2008/26**:  U/B 620.
Will appear in U/B 4th edition.
> *Will not be incorporated into Authorities because it is inappropriate, but will be in U/B 4th edition.*

The editor also needs to discuss with Saur the online availability of U/B after the proper waiting period.  (**Action: Mr. Hopkinson**)
> *The editor has discussed this with Saur.  There is a six-month wait.  The online version will be available for purchase through one of the digital libraries. (**Action:  Ms. Cordeiro:  Check on contract**)*

UNIMARC Manual:  Authorities Format, third edition, was published right before the Milan meeting.   Members of the PUC discovered that Page 59 was inadvertently blank.  The same errata mechanism will be used for U/A and U/B. Errors will be collected for the March 2010 PUC meeting, after which the errata will be made available on the Web in PDF format.  The Web versions of the full documents will incorporate the corrections.  Ms. Galvão will distribute the PDF to the PUC when it is prepared.  (**Action:  Ms. Galvão**)
> *No additional errors have been brought to the PUC's attention.*

Ms. Willer will be dealing with Croatian manuscript collections in a September 2009 workshop.  She will share her comments and observations with the editors of the manuscript guidelines.  (**Action:  Ms. Willer**)
> *Ms. Willer sent comments to Ms. Galvão following the workshop.*

The 2009 August 17 e-mail from Mr. Francesco Dell'Orso (Università degli studi di Perugia) was discussed.  Concerning the possibility of implementing subfield $t

for the title of a work or expression within a name heading as found in the MARC 21 7XX fields, Ms. Magliano will ask him to submit a formal proposal by 2009 December 15.  (**Action:  Ms. Magliano**)

> *No such proposal was ever received.*

## III.    Approval of the Minutes of the 20<sup>th</sup> Meeting Held in Lisbon, March 2009

The minutes from the Lisbon meeting of the PUC, 2009 March 9-10, were reviewed, updated, and approved, with the following changes and updates, in *italics*:

| Action | Responsible | Deadline | Status |
|---|---|---|---|
| 4.    Talk with Mr Werner Schwartz of EROMM implications of the Digital Registry on UNIMARC | Hopkinson | 30 June 2007 | Ms. Galvão will adapt appropriate MARC 21 fields for UNIMARC (**Action:  Ms. Galvão**) *March 2010: Still not completed.* |
| 47.  Discuss with Saur publishing Holdings | Cordeiro | 31 Dec 2008 | *Holdings has been translated into Chinese.* |
| 53.  Send Cordeiro link to Russian UNIMARC Web site | *Zhlobinskaya* | 30 Apr 2008 | *Ms. Zhlobinskaya will give Ms. Cordeiro the link to RUSMARC.* (***Action:  Ms. Zhlobinskaya***) |

**2008/26:**  U/B 620.

Accepted.  The newly defined Indicator 2 value of "2" ("Data present on source but false or fictitious") should also be added to UNIMARC/Authorities fields 260, 460, 560, and 760.

> *Will not be incorporated into Authorities because it is inappropriate, but will be in U/B 4<sup>th</sup> edition.*

**2008/32:**  U/A Subfield $5.

- Ms. Manneheut will supply a correct authority record display form for Example 3 of the "Examples of Reference Suppression Code."  (**Action:  Ms. Manneheut**)

*Incorporated into U/A.*

**2008/33:** U/B 200.

Accepted as amended. In the "Related Fields" section, remove the parenthetical addition to "Key Title" for field 530. Delete Example 19 and renumber the examples that follow. Reword note for the newly renumbered Example 20 as follows: "... (other works are present in the publication but *do not* appear on the title page)."
> *Leave "Key Title" as is, without "(Continuing Resources)" qualifier.*

**2008/34:** U/B 717.

Postponed, pending revision by Ms. Magliano to align U/B 717 with U/A 217. (**Action: Ms. Magliano**) Comments should be sent to Ms. Magliano. (**Action: All, 2009 April 15**)
> *Still outstanding.*

**UNIMARC Portal: Closed Access Areas**

IFLA will provide a closed access area for the PUC to use as a working space as part of its Web site.
> *March 2010: Still not available; PUC would still like to have a private working space.* (**Action: Dr Cordeiro**)

## IV.   Composition of the PUC

After IFLA 2010, the PUC will revisit its terms of reference. Three-year terms, which are the norm for IFLA sections, are not practical for the PUC because of the special skills required of its members and because of the need for continuity.

Because of a change of jobs in September 2009 from Agence bibliographique de l'enseignement supérieur (ABES) to Université de Nantes, Ms. Agnès Manneheut has stepped down as the French representative on the PUC.

Because of her retirement from the National Library of Greece in May 2010, Ms. Joanna Demopoulos has stepped down as the Greek representative on the PUC.

## V.   Reports

### a.)   Report of the Director of the UNIMARC Core Activity (Ms. Cordeiro)

The Bibliographic Standards Working Group was formed in December 2009 to report on the future of bibliographic standards within IFLA. Mr. Glenn Patton is chair, with members Ms. Barbara Tillett, Ms. Sally McCallum, Ms. Cordeiro, and

Mr. Edward Swanson. Ms. Cordeiro will send its final report to the PUC. (**Action: Ms. Cordeiro**) Because of the dissolution of Division IV, there has been considerable confusion about the current state of bibliographic standards, with IFLA not taking full advantage of the IFLA standards "brand." Although the standards themselves are in good shape, IFLA has not given them the visibility or support they deserve. The working group recommends that bibliographic standards become an IFLA Core Activity, aggregating and disseminating information either as part of IFLA (preferably) or as part of the Conference of Directors of National Libraries. One result could be the "downsizing" of UNIMARC itself from a Core Activity, but the compensations would include better consistency, visibility, support, uniform branding, and better organization among standards. The PUC would likely continue to function as it does now within the National Library of Portugal, although any expanded bibliographic standards Core Activity would not be based in Lisbon. Now is a good time to undertake such a reorganization because so many major standards have recently been revised. The report has been forwarded to the IFLA Governing Board, and a response is hoped for by the IFLA conference in August 2010.

**b.)      Report of the PUC Chair (Mr. Hopkinson)**

Following the 2008 publication of the third edition of UNIMARC/Bibliographic, things have slowed down. The SubCommittee of ISO TC46 SC4 (Interoperability) which has oversight of ISO 2709 did not meet in Kenya, but is scheduled to meet in South Korea, a few weeks after the PUC meeting. Open-source software is being encouraged to accommodate UNIMARC. Armenia and Georgia may be abandoning UNIMARC in favour of MARC 21 because it is more difficult to implement UNIMARC than MARC 21 on Open Source software.

**VI.      Status of Addition and Change Proposals**

Mr. Hopkinson suggested that the "UNIMARC Change/Addition Proposal Record: Archive List of All Change and Addition Proposals" dated 2009 October 1 should be reviewed as new proposals were discussed.

**VII.      Discussion on ISBD Area 0 and RDA (Paper from France)**

Before the new proposals were discussed, a paper was presented by Agnes Manneheut. The UNIMARC 1XX range currently contains coded data only, no natural language text. MARC 21 now has fields 336, 337, and 338, which combine textual terms and codes in the same field. The French proposal has fields 103, 153, 155, and 157 for coded values, field 203 for natural language text, in keeping with the UNIMARC principle of not mixing coded and textual data. In its discussion, the PUC accepted a variation on the proposal's Option 1, but with subfields for coded and textual data in the same field. The intention is to define these new fields to accommodate ISBD Area 0 and to be compatible with MARC 21. UNIMARC/Bibliographic will use 2XX fields. UNIMARC/Authorities

will use 1XX fields (in MARC 21, only 336 for Content Type is defined).  The CfU will prepare proposals in time for IFLA 2010.  (**Action:  CfU**)

## VIII.   New Proposals

Proposals are presented here in numerical order for ease of reference, although they were not necessarily discussed in numerical order during the meeting.  The PUC has further authorized the UNIMARC editors to make any other editorial changes and corrections that do not alter meaning.  The editors may decide to circulate questions and issues as appropriate.

**2007/29:**  U/B 145 and 146.

Accepted.  Will be included in U/B 4<sup>th</sup> edition.

**2008/25:**  U/B 212.

Rejected.   The PUC suggests using a local field instead or using existing controlled fields for place and corporate names.

**2008/30:**  U/A 052.

Add a reference to "ISO 15706-2:2007:  Information and documentation -- International Standard Audiovisual Number (ISAN) -- Part 2:  Version identifier" to the list of "Standards" on Page 15 of U/A.

**2009/1:**  U/B 013.

Accepted, with amendments suggested by the CfU.
- Notes on Field Contents:  ISMN structure:  Correct reference to:  "ISO 10957:2009:  Information and documentation -- International standard music number (ISMN)."
- Notes on Field Contents:  Data format:  Add to second paragraph:  "... appearing on the item.  When only an erroneous number is known, the field will contain a subfield $z without subfield $a being present."
- Notes on Field Contents:  Data format:  Delete third sentence from third paragraph ("The purpose of the hyphens ...").
- Mr. Hopkinson must revise into final form and send to Ms. Cordeiro to put on the Web, including subfield $6 and examples. (**Action:  Mr. Hopkinson, Ms. Cordeiro**)

**2009/2:**  U/B 500.

Replaced by 2009/8.

**2009/3**:  U/A 050

Deleted.  U/A 050 already incorporated into published document.

**2009/4**:  U/B 050.

Superseded by 2009/17.

**2009/5**:  U/B 051.

Superseded by 2009/18.

**2009/6**:  U/B 052.

Superseded by 2009/19.

**2009/7**:  U/B 061.

Deleted.  ISRC is already covered in U/B 016.

**2009/8**:  U/B 500.

Withdrawn.  CfU will suggest a new proposal, probably including linking subfield $6, to more fully accommodate FRBR.  Ms. Manneheut will submit proposal. (**Action:  Ms. Manneheut, 2010 May 15**)

**2009/9**:  U/B 501.

Withdrawn.  CfU will suggest a new proposal.  The notion that subfields $j, $x, $y, and $z are being used only in embedded fields 604 is questionable.  U/B 501 corresponds to U/A 245.  Ms. Manneheut will submit proposal. (**Action:  Ms. Manneheut, 2010 May 15**)

**2009/10**:  U/A 230.

Withdrawn.  Ms. Manneheut will submit new proposal.  (**Action:  Ms. Manneheut, 2010 May 15**)

**2009/11**:  U/B Appendix M:  Bibliography.

Reorganize the bibliography, listing IFLA standards first, then ISO standards, then other standards.  Add an introductory paragraph explaining the scope of the bibliography as official and quasi-official standards.  Add and/or update references to all existing UNIMARC standards, UNIMARC Guidelines, and the Consolidated ISBD document.  Ms. Manneheut will send errata list to editor. (**Action:  Ms. Manneheut**)  Mr. Hopkinson will update the proposal and create a

new bibliography for review by IFLA 2010.  (**Action:  Mr. Hopkinson, 2010 July 15**).

**2009/12**:  U/B 4--:  Linking Entry Block.

Accepted.  New subfields $q and $r will be Provisional.  Name of field 451 corrected to "Other Edition in the Same Medium."

**2009/13**:  U/B 461, 462, 463, 464.

Accepted.  A local indicator can be defined if it is desired to differentiate hyperlinked from non-hyperlinked text.

**2009/14**:  U/B 500.

Accepted, with changes.  All instances of "main entry" should be updated to "primary access point."  All instances of "entry" should be updated to "access point."  In "Notes on Field Contents," update reference to the current version of *Anonymous Classics*.

**2009/15**:  U/B 700, 701, 702, 710, 711, 712, 720, 721, 722.

Accepted.  A corresponding proposal for UNIMARC/Authorities is needed. (**Action:  CfU**)

**2009/16**:  U/B Record Label, position 18 (Descriptive Cataloguing Form).

Accepted, with changes.  Restore edited version of the final paragraph, deleting references to specific ISBDs:  "An agency that catalogues in accordance with ISBD but its continuing resources only partially in accordance with ISBD may enter code '#' in all records of books and 'i' in all records of continuing resources, even though many of the continuing resource records might by chance conform to ISBD completely."

**2009/17**:  U/B 050.

Accepted, pending additional example with embedded 050 in 4XX field. (**Action:  Ms. Manneheut**)

**2009/18**:  U/B 051.

Accepted, with correction and pending additional example of 464 with embedded 051, which will be supplied by Ms. Manneheut.  (**Action:  Ms. Manneheut**) Correction to "Related Fields" note for 500:  "Field *051* is used only ...."

**2009/19**:  U/B 052.

> Accepted, with correction and pending additional example of 470 with embedded 052, which will be supplied by Ms. Manneheut.  (**Action:  Ms. Manneheut**) Correction to "Related Fields" note for 500:  "Field *052* is used only ...."

**2009/20**:  U/B 130, Indicator 1.

> Postponed until IFLA 2010.

**2009/21**:  U/B 135, Indicator 1.

> Postponed until IFLA 2010.

**2009/22**:  U/B 116.

> Postponed, pending verification with photograph specialists at national libraries. Mr. Hopkinson will consult with the British Library's Mr. Alan Danskin. (**Action:  Mr. Hopkinson**)

## IX.    UNIMARC/Bibliographic Format

The timing of U/B 4th edition was discussed.  Rather than a new edition for 2011, the editor of U/B will cumulate the lists of errata, additional fields, and major changes into an annual online update to be mounted in time for the IFLA conference each year.  Ms. Cordeiro will create the online framework for this.  (**Action: Ms. Cordeiro**)  Mr. Hopkinson will collect and provide the materials for the update.  (**Action:  Mr. Hopkinson**)  Mr. Weitz will combine the two errata lists provided by the CfU and Ms. Mirna Willer, add U/B 3rd edition page numbers, and include commentary from the Lyon meeting discussions in a separate document, "UNIMARC/Bibliographic, 3rd Edition: Cumulated Errata."  (**Action:  Mr. Weitz**)

## X.    UNIMARC/Authorities Format

The editor of U/A will cumulate the lists of errata, additional fields, and major changes into an annual online update to be mounted in time for the IFLA conference each year, similar to that to be produced for U/B.  (**Action:  Ms. Willer**)

## XI.    Other UNIMARC Formats (Holdings, Classification)

## a.)    UNIMARC/Holdings

> The version of U/H online in PDF form is the current document.  There are no plans, presently, for any further action on U/H.

**b.)    UNIMARC/Classification**

Recent MARC 21 Classification Format changes need to be incorporated.  There should be a thorough review of U/C by the UDC Consortium and others interested in the classification format, including Ms. Cordeiro and Mr. Hopkinson. Completion of the U/C definitions and testing of the format for usability should be completed in time for the 2011 PUC meeting.

## XII.    UNIMARC Guidelines for Manuscripts

The textual portion of the UNIMARC Guidelines for Manuscripts, Draft $3^{rd}$ version, dated 2009-12-30, was thoroughly reviewed.  Ms. Cordeiro and Ms. Galvão will combine and rewrite Sections 1 (Introduction) and 3 (UNIMARC Model for Manuscripts), and the "Scope of the Use of Subfield $5," and circulate for review.  (**Action:  Ms. Cordeiro, Ms. Galvão, 2010 April 15**)  Mr. Hopkinson will redraft Section 2 (UNIMARC Form and Content Data), taking into account Ms. Willer's comments from 2010 March 10 and placing ISBD first.  (**Action:  Mr. Hopkinson**)

## XIII.   UNIMARC Users Group 2010

Ms. Cordeiro summarized the report she will give to the UNIMARC Users Group, going through the IFLA Web site for UNIMARC.  Mr. Hopkinson will report on PUC activities.  There were approximately 68 pre-registrants for the meeting, with about three additional registrants expected.

## XIV.    Session at IFLA Conference 2010

For the UNIMARC session at IFLA 2010, so far two papers have been received for consideration, from Ms. Naicheng Chang of Tatung University, China (a presentation similar to the one she made at IFLA 2009 in Milan), and Mr. Khaled Habchi of Institut superior de documentation, Tunis (not similar to the Lyon presentation).  Other possible invitations include:  Thom Hickey or someone else appropriate from OCLC about VIAF (**Action:  Ms. Cordeiro**); someone from the National Library of Portugal to speak about UNIMARC in The European Library (TEL) and Europeana; someone to speak about UNIMARC implementations of the open source software Koha (**Action:  Mr. Thierry Clavel**); vendors such as Dawsons.

## XV.    Outreach Activities, Website, Users, System Suppliers, and Record Providers

For the Web site, The PUC should concentrate on finding out about the existence of other translations and concise versions of the UNIMARC formats for linking.

French record providers will be speaking at the UNIMARC Users Group meeting in Lyon.

The PUC reviewed and revised the 2010-2012 strategic plan for the IFLA UNIMARC Core Activity.  Ms. Cordeiro will check the IFLA professional priorities to see if others need to be included in the strategic plan, and will distribute the draft strategic plan to the PUC.  (**Action:  Ms. Cordeiro**)

The 2011 IFLA conference in Puerto Rico will likely have few UNIMARC users because of its location, a fact that may be a consideration for planning any UNIMARC activities. The PUC may want to combine with another IFLA section on a session.

## XVI.   Future Developments of the Formats Resulting from FRBR, FRAD, ISBDs, ISSN, UNICODE

There will be future work needed on fields for the Digital Registry (DLF), 2010-2011. Ms. Cordeiro will be working on the Portuguese national registry for digital works.

## XVII.  Relations with Other International Organizations and Committees

**ISO TC 46 SC 4.**  There will be a meeting in Korea in Mau 2010, where there will be work on a standard for presentation of theses.

**ISO 2709.**  The PUC hopes to have consideration of UNIMARC included in the next revisions to MARCxml.

**IFLA.**  Mr. Weitz will write and submit to Ms. Marie-France Plassard a report on this 2010 PUC meeting in Lyon for ICBC.  (**Action:  Mr. Weitz**)

## XVIII. Other Business

There was no other business.

## XIX. Date and Place of Next Meeting

There will be an informal meeting of the PUC in Göteborg, Sweden, at IFLA 2010.

The 22nd meeting of the PUC is scheduled to be held at the National Library of Portugal in Lisbon, on Monday and Tuesday, 2011 March 14 and 15.

The meeting was adjourned at 7:05 p.m., Tuesday, 2010 March 30.

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Respectfully submitted by Mr. Jay Weitz, OCLC Online Computer Library Center

2010 July 9