Minutes of the 25th Meeting of the Permanent

UNIMARC Committee

2015 March 30-31

Istituto Centrale per il Catalogo Unico delle Biblioteche
Rome, Italy

Present: Ms. Maria Inês Cordeiro (National Library of Portugal), Director of the
UNIMARC Strategic Programme, Interim Chair

Ms. Rosa Galvão (National Library of Portugal)

Mr. Massimo Gentili-Tedeschi (Biblioteca Nazionale Braidense and
ICCU, Italy)

Mr. Philippe Le Pape (ABES, France)

Ms. Gordana Mazić (IZUM, Slovenia)

Mr. Jay Weitz (OCLC, USA), Vice Chair, rapporteur

Ms. Olga Zhlobinskaya (National Library of Russia)

Present for Portions of the Meeting:

Ms. Patrizia Martini (ICCU, Italy)

Ms. Mirna Willer (University of Zadar, Croatia), Honorary Member and
Special Consultant

1.   Opening of the Meeting

Ms. Maria Inês Cordeiro, Director of the UNIMARC Strategic Programme, opened the
25th meeting of the Permanent UNIMARC Committee (PUC) at 9:30 a.m. on Monday,
2015 March 30, and adjourned around 7:00 p.m. The Tuesday, 2015 March 31 session
opened at 9:00 a.m. and adjourned around 6:30 p.m.

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

2.   Information/Discussion About the PUC Future Leadership

Ms. Cordeiro emphasized the relatively light burden that an institution takes on as
headquarters to the UNIMARC Strategic Programme. Mr. Massimo Gentili-Tedeschi
had tried to make that point to the retiring director of the ICCU, Ms. Rossella Caffio, but

she thought it would be too time- and resource-consuming. Mr. Philippe Le Pape expects to be retiring within the next two years. France does not want to take on the responsibility of housing UNIMARC, in part because it uses UNIMARC chiefly as an exchange format. The National Library of Portugal would like to see UNIMARC housed in another institution, although Ms. Rosa Galvão will continue as its representative. Ms. Mirna Willer will discuss with the director the possibility of the National Library of Croatia becoming the home of UNIMARC, although it does exchange records in the format. Discussions on the future of the PUC will continue between now and the August 2015 IFLA conference. The PUC requires some expertise in UNIMARC and cannot be open to just anyone without that knowledge.

3.   Constitution of the PUC

For the time being, Ms. Cordeiro will continue as Interim Chair of the PUC. Mr. Gentili-Tedeschi replaces Ms. Patrizia Martini as the Italian representative. Ms. Martini may later become a representative of a to-be-created Italian UNIMARC group. Ms. Cordeiro will ask Corresponding Member Mr. Yannis Tavé (ISSN, France) if he wants to become a Standing Member. Attempts to get African members on the PUC have never been particularly successful in the past. Francophone countries in Africa that use UNIMARC have tended to be associated with library schools rather than with national libraries. Additional attempts will be made to find PUC members from Japan and from Iran. **(Action: Ms. Cordeiro)**

4.   Approval of the Minutes of the

The Lyon minutes were corrected to say that Portugal does not have Mr. Alan Hopkinson's complete UNIMARC/Bibliographic files. They do have the complete UNIMARC/Authorities files. Hence, the whole first paragraph of Section III has been struck. Ms. Galvão has all older U/B versions in Word format and other PUC members

can make comparisons in order to compile a master of the third edition of U/B. Ms. Cordeiro will contact Saur to see if they might provide a PDF of the final U/B that can be converted into Word. **(Action: Ms. Cordeiro)**

The Lyon minutes Section IV has been stricken in its entirety. The *Guidelines for Manuscripts* has been approved, but comments may continue to be submitted at any time.

The Lyon minutes were approved with these corrections. The text was corrected and circulated by Mr. Jay Weitz on 2015 April 6.

5.   Status of the Revision Work Since Last Meeting

The Section III, Paragraph Two of the Lyon minutes, referring back to Page 12 of the Maribor minutes for the need for new examples for U/A 200, 210, 220, 400, 410, 420, 500, 510, 520 is still pending. **(Action: Mr. Gentili-Tedeschi, Mr. Le Pape)**
Ms. Willer's updates for UNIMARC/Authorities appear to be complete.

2013/5: U/A Authority Discussion Paper
    Discussion led to an alternative proposal to broaden the definition of subfield $5 to include "property of the name" in the UNIMARC/Authority 2XX block. Mr. Le Pape will ask his colleagues if this idea is acceptable. **(Action: Mr. Le Pape)** In the text of the discussion paper, each subfield $8 needs to be eight characters in length; subfield $9 needs to be removed from the field 200 examples on Pages 2 and 3.

2015/1: U/A 123: Coded Data Field – Territorial or Geographical Name
    Accepted Option 2, defining new subfields with no impact on legacy data pending new examples, with the following correction: "For co-ordinates that are recorded in decimal degrees, according to the World Geodetic System (WGS), use subfields $q to *$t*."

2015/2: U/B 7XX $4 (Appendix C): Relator Codes

Accepted, with the following change and comment:

- Revised definition: "… a reproduction of a resource, *for example a microform or digital reproduction*; applies to the agency …. *For Distributor, see 310; for Printer, see 610, for Publisher, see 650*."

- It was further noted that better definitions and more cross-references for many Relator Codes would be useful throughout the list of codes. For some of the codes that lack definitions, we might be able to adapt text from the *MARC Code List for Relators* (http://www.loc.gov/marc/relators/).

2015/3: U/B 388: Source of Description Note

Accepted in principle, except that after much discussion, it was decided to abandon the idea of creating a new U/B 388 field and to instead apply some of the ideas to the existing U/B 830: General Cataloguer's Note. The proposed First Indicator will be added to U/B 830, using the U/B 321 First Indicator definitions as a model for rewording these proposed indicator values as suggested display constants. The proposed subfields $d (Date of Consultation, Optional, Not Repeatable) and $u (URL of the Consulted Source, Optional, Not Repeatable), as well as the subfield $5 (Institution or Copy Identification to Which the Field Applies, Optional, Not Repeatable), will be added. **(Action: Mr. Le Pape)**

2015/4: U/B 110 $a: Coded Data Field: Continuing Resources

Accepted in principle. The definition of subfield $a/0 code "h" for "blog" needs to better differentiate a blog from other types of "updating Web site," which is defined as code "g". Include a single typical example, with full U/B110 coding.

2015/5: U/B 710, 711, 712: Corporate Body Name

Accepted in principle, with the following changes:

- Use subfield $8, Materials Specified, instead of subfield $z for "dates pertaining to responsibility." Define it as "Materials to which the field applies, if the information refers to part of the unit of description. Not Repeatable."
- Update U/B 3.10 to include use of subfield $8 in the 7-- block.
- The ISSN International Centre will correct Example 19.

2015/6: U/B 325: Reproduction Note

Accepted in principle, with extensive revisions and corrections:

- Explanations of the two defined Indicators 1 actually belong under Indicators 2, as follows:
  - #   Unstructured note

    All information is recorded in a single occurrence of subfield $a.
  - 1   Structured note

    Information is recorded as necessary in subfields other than $a.
- Subfield $a, Unstructured Note, to be defined as: "Used only for the complete text of an unstructured note. Subfield $a should not be present if Indicator 2 is *1*. Optional. Not repeatable."
- Subfield $d, Agency Responsible for the Reproduction, to be defined as: "The name of the agency that makes the reproduction available. Corresponds to …."

- Subfield $j, Character Position 0, value 2 to be defined as: "This value is used if a significant part is free. It is not used if the free-to-read part consists only of secondary content (e.g., abstracts, summaries, presentation)."

- Subfield $j, Character Position 1, Qualifier Type, to be defined as: "Used when the character position 0 contains the value 3, in order to specify the parts of the reproduction under embargo."

- Subfield $j, Character Position 2, Unit Under Embargo, to be defined as: "Used when the character position 0 contains the value 3, in order to specify the parts of the reproduction under embargo."

- Subfield $j, Character Positions 3-4, Number of Units Under Embargo, to be defined as: "Used when the character position 0 contains the value 3, in order to specify the parts of the reproduction under embargo. The two positions should be entered from left to right with a leading zero, if necessary. If the character position 0 contains a value other than 3, character positions 3-4 are blank."

- Notes on Field Contents: Omit the two sentences that were proposed to be added in the revised proposal.

- Example 7: Correct Unstructured Note example field 325 to read: "… (consultée *le* 17 décembre 2014)".

- Example 7: Correct Structured Note example field 325 to read: "… $j1*xx*##$x…."

- Example 9: In fields 200, 210, ands 325, correct to "La *Joie* par les livres …."

- Example 9: Correct example field 325 to read: "…$j3ly02$u …" ["l" is the letter el].

2015/7: U/B 856: Electronic Location and Access

Accepted in principle. Example 30 needs to be replaced with one in which the HTML and PDF versions are accessed from the same URL, if one can be found.

2015/8: U/B 857: Terms of Access

The National Library of Portugal **(Action: Ms. Cordeiro, Ms. Galvão)** will work on a proposal as follows: Consider renaming Bibliographic field 857 as "Electronic Access," making the existing 856 obsolete. Then rename field 857 as "Electronic Location and Access," carrying over the subfield values that are still used (such as subfield $u) and eliminating the remainder. The subfield $a defined in 2015/8 would be renamed to subfield $j and be edited to match field 325 subfield $j as in Proposal 2015/6.

2015/9: U/B 623: Character

Postponed. "Character" field should first be defined in Authorities. Authority field 623 could be defined for use in Work records, but it would also be necessary to establish a field for characters themselves in the Authority 2XX block.

2015/10: U/B 602 and U/A 602: Family Name Used as Subject

Accepted in principle, with the following changes:

- Add examples for subfield $d.
- Add subfield $o for ISNI (International standard Name Identifier) and an appropriate example.
- Lowercase "f" in "family" in Example 1.
- Remove comma from Example 2.
- Change Example 3 to:

- 602 ##312128766aChoiseul$cfamille
  de311932940xPatrimoine$2rameau
- Examples in U/B 720 also need to be corrected after the addition of subfields $c, $d, and $o.

2015/11: U/A 010, 2XX, 4XX, 5XX

Accepted, with corrections:

- Subfields $8 in Examples 1, 2, and 3 need to be corrected to six characters, "frefre".
- Subfields $8 in Example 4 need to be corrected to six characters, "freeng".
- Example 2 second subfield $6 needs to be deleted.
- If additional examples using other languages can be found, they will be added.

2015/12: U/A Control Subfield $6: Interfield Linking Data

Rejected. It was pointed out that code "b" ("link associated with a copy") has already been defined in UNIMARC/Bibliographic (see U/B page 17). Ultimately, it was decided to reject the idea of a new code for "multiple identities."

2015/13: U/B 181: Coded Data Field – Content Form

Accepted in principle and with corrections:

- Mr. Le Pape will provide "Notes on Field Content" as per the Lyon meeting minutes on U/B 181, which follow **(Action: Mr. Le Pape)**:
  - An ISBD Area 0 display should be able to be generated from U/B 181 without conditions.

- o Mr. Le Pape will write an explanation for "Notes on Field Content" saying that the idea is to be complete in coding and to avoid implicit/unstated data. Codes may not correspond exactly to ISBD notations/text display. Exactly what is displayed by any system will be a local decision. All coded information must be explicitly coded without anything left to implication.
- Subfields $6 should be removed from the 183 field in each example.
- In Example 3, correct the first 181 field subfield $6 to read: "$6z0*1*".
- Delete Example 10 entirely.

2015/14: U/B/ 182: Coded Data Field – Media Type
Accepted.

6.   Guidelines for Archives

The Draft 2nd Version of *Guidelines for Archives: UNIMARC Guidelines No. 10* was discussed and Accepted in principle. It will be revised in accord with the PUC discussions **(Action, Ms. Zhlobinskaya)** and with additional examples that will be supplied by PUC members in consultation with archival colleagues. **(Action: All)**

- 1: Purpose, Scope, and Use
  - o Paragraph 1: Delete first three sentences; begin instead with "These Guidelines …" and simplify the remaining sentence; remove "correct". Modify the wording of this introduction to be more neutral.
  - o Paragraph 3: "Archival description reflects hierarchical structure … and further (if wanted) …."

- o Paragraph 4: "… In most cases it would be language materials; but it may also be sound recordings, photographs, etc. In the latter case …."
  - o Describe Appendix A in the final paragraph.
- 3: Data Elements and UNIMARC Location
  - o Revise the introductory paragraph as follows: "The following table provides data elements used in archival description as identified by ISAD(G). If necessary, any additional material-specific fields may be used (e.g., for photographs, sound recordings, maps, etc.)."
  - o Ms. Willer suggested adding ISAD(G) numbers to each appropriate element on the left.
  - o Rename "Inclusive dates of the collection" to simply "Inclusive dates".
  - o Rename "Bulk dates of the collection" to simply "Bulk dates".
  - o Rename "Extent of the unit" to simply "Extent".
  - o Revise "Dimensions" to read: Linear shelf space, cubic storage space, or any other unit of the description."
- Appendix A
  - o Add an explanation that Appendix A is not intended to be exhaustive, but is instead limited mostly to those elements commonly used in libraries that hold archives and/or have archival materials.
  - o Add ISAD(G) numbers to right-hand side of table in Appendix A (with UNIMARC column in the middle). See the *Encoded Archival Description Tag Library, Version 2002* (http://www.loc.gov/ead/tglib/appendix_a.html) for crosswalks between EAD and ISAD(G).

7.   Session at IFLA Conference 2015

The general consensus was that most obvious topics have been exhausted. A basic practical workshop on UNIMARC and all the work done on the Linked Data registry was suggested, possibly with the participation of Ms. Willer, Ms. Françoise Leresche, and/or Mr. Gordon Dunsire, depending upon their willingness and availability. A meeting time has been reserved during the conference for such a session. That time is believe to be Monday, 2015 August 17, 4:00-6:00 p.m., but that needs to be confirmed). A title and an abstract would be needed for this session. The idea is that the basics of UNIMARC could be presented in first 30-40 minutes, followed by explanations and demonstrations of the Excel files available in the Open Metadata Registry (OMR), how the data can be used, future plans, the availability of other vocabularies in the OMR, mappings that have been completed, and so on.

**8.   Outreach Activities, Website, Users, Systems Suppliers, and Record
        Providers**

In 2014, the PUC distributed its questionnaire, but we received fewer responses than we did previously in 2008. There are no final results to report yet.

The PUC roster has been updated on the UNIMARC Web site.

9.   Information Regarding the UNIMARC in RDF Project

Ms. Willer reported via e-mail on 2015 March 17 the status of the UNIMARC in RDF project:

- All blocks except for blocks 3XX and 4XX: Elements and definitions are now ready for upload. They are aligned with the latest updates on the PUC website.
  - Block 3XX data elements are defined but the definitions have to be added **(Action: Ms. Willer, by the end of March 2015)**
  - Block 4XX data elements are defined, but subfield $l and its definition need to be discussed before the block can be completed. The plan is that Ms. Willer and Mr. Dunsire will discuss the pending issues of the 4XX block, also by the end of March, after which Mr. Dunsire will check and prepare the spreadsheets for loading to the OMR by the end of April 2015. **(Action: Ms. Willer and Mr. Dunsire, by the end of March 2015**)
- The delays in both uploading the data and finishing the project were due to the fact that we have to wait in line with other standards for uploading. That caused us to lag behind the schedule in finishing the 3XX and 4XX blocks. All other blocks were finished in December 2014.
- We would be interested in the continuation of the project to UNIMARC/A. Is there any news about the results of the call for proposals?
- It would be also necessary to further update the UNIMARC namespace with new editions. This needs to be discussed.

The PUC agrees that the project should continue for UNIMARC/Authorities. The PUC still has about 2000 Euros left over that could be applied to the project (toward the end of 2015) if IFLA doesn't approve additional money.

10. **Information from Other Groups: ISBD RG, Namespaces TF, FRBR RG, and Cataloguing Section**

   o ISBD Review Group: The extension of ISBD to unpublished materials is planned.
   o Namespaces Task Force: RDF work is still ongoing.
   o FRBR Review Group: Still awaiting funds from IFLA, pending the consolidation of the FR standards, which is expected before the end of 2015.

11. **Relations with Other International Organizations and Committees**

There was nothing to report.

12. **Other Business**

There was no other business.

13. **Date and Place of Next Meeting**

If nothing else changes, the PUC could most likely meet in Lisbon, probably in late March 2016, either before Easter (which is March 27) or soon thereafter (April 4-5). Other possibilities would be another meeting in Rome or, depending upon Ms. Willer's conversations with the National Library of Croatia, possibly in Croatia. IFLA 2017 is rumored to be in Saint Petersburg, Russia. The PUC will decide on the disposition of a possible 2016 UNIMARC Users Group meeting within the next year.

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

2015 May 6