



STANDARDISATION ACTIVITIES IN NATIONAL LIBRARY OF ESTONIA (NLE)

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Some facts and thoughts about:

- **Standardisation activities in librarianship**, co-ordinated by NLE
 - Standardisation Expert Council of NLE
 - NLE Standards (RRS)
- **EVS/TK 22** "Information and documentation" secretariat
 - EVS/TK 22 membership
 - Standards production
 - Participation in international work
- Co-operation of ALM in standardisation



FOR STANDARDS PRODUCTION IS NEEDED

- **CO-OPERATION OF INTERESTED ORGANISATIONS**
- **ORGANISATIONAL STRUCTURE (TC, WG) AND RULES FOR DRAFTING OF STANDARDS**
- **EXPERTS**
- **FINANCES**
- **ACCEPTED BODIES TO APPROVE AND PUBLISH STANDARDS (ISO, NSO, NLE)**

ORGANISATIONAL STRUCTURE



- **NLE STANDARDS
EXPERT COUNCIL**
- **EVS/TK 22
INFORMATION AND
DOCUMENTATION**



NLE STANDARDISATION EXPERT COUNCIL, established 2001

- Libraries of Tartu and Tallinn Universities and Tallinn Technological University
- Archival Library of Estonian Literary Museum
- Estonian Libraries Network Consortium
- Viljandi Culture Academy
- Ministry of Education and Research, Ministry of Culture
- Chief specialists of NLE



RESPONSIBILITIES OF THE NLE EXPERT COUNCIL

- Approve the proposals and drafts of NLE standards
- Comment drafts of RRS; ISO and EN library standards
- Approve the final versions of NLE standards



NLE STANDARDS (RRS)

NLE standards adopted by consensus, recommended freely for use in all libraries

- **RRS 1:2002** Standardisation in librarianship – Principles and rules
- **RRS 2:2002** Description rules. ISBD(M)
- **RRS 3:2004** Description rules. ISBD(CR)



NLE STANDARDS UNDER PREPARATION

RRS 4 Structure of bibliographic description and data format for presentation in bibliographic databases
(in case, when system does not support Marc-format)

- ***RRS*** References to publications
- ***RRS*** Cataloguing rules (on the basis of AACR2)



EVS/TK 22, established 2003

- **Academic Library of Tallinn University**
- **Estonian Assistants society**
- **Estonian Business Archives**
- **ESTONIAN INFORMATICS CENTRE**
- **Ministry of Culture**
- **National Archives of Estonia**
- **National Library of Estonia**
- **State Chancellery**
- **Tallinn University**
- **Tartu University**



EVS/TK 22 Secretariat

- **Secretariat is holding NLE**
- **EVS/TK 22 chairman** –
Veiko Berendsen, Tartu University
- Vice-chairman** – Janne Andresoo, NLE
- **EVS/TK secretary** –
from Research and Development Centre
- **General expenses of TC are partly covered by members**

STANDARDS PRODUCTION OF EVS/TK 22



ORIGINAL STANDARDS

(1)

- **EVS GUIDE 9:2006 Use of *Dublin Core* metadata element set**

(Guide for application of EVS-ISO 15836:2004)

- CWA 13988 Guidance information for use of Dublin Core in Europe
- CWA 15244 Guidance information for the deployment of Dublin Core metadata
- DCMI documents
- Annexes: Presentation of simple DC elements in XML, Presentation of qualified DC elements in XML, Library Application Profile, Collection Description Application Profile, Description of museum information resources.

ORIGINAL STANDARDS



(2)

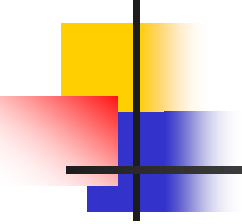
- **EVS 882-1:2006 Elements of records and requirements for record's layout Part 1: Letter**

Determined are 15 elements. Standard describes each of these elements with many examples. Added annexes include the examples for use and presentation of the elements on letter and e-letter.



Adoption of ISO standards (by translation), examples (1)

- **EVS-ISO 15489:2004** Records management – Part 1: General
- **EVS-ISO/TR 15489:2004** Records management – Part 2: Guidelines
- **ISO 23081-1:2006** Records management processes – Metadata for records – Part 1: Principles



Adoption of ISO standards (by translation), examples (2)

- **EVS-ISO 19005-1:2006** Document management – Electronic document file format for long-term preservation – Part 1: Use of PDF 1.4 (PDF/A-1)

Published with parallel text et/en



NATIONAL ANNEXES to standards, national notes

- **EVS-ISO 1086:2006** Title leaves of books
National Annex gives 12 examples of title leaves for different publications.
- **EVS-ISO 2108: 2006** (ISBN) and **EVS-ISO 3297:2002** (ISSN)
National Annex gives short information about Estonian ISBN/ISSN agencies and their contact data.
- **EVS-ISO 11799:2005** Document storage requirements for archive and library materials
National Annex presents list of Estonian legal acts for storage requirements.
- **EVS-ISO 5127:2004** Information and documentation – Vocabulary
Additionally to ISO standard, the Estonian standard presents also Finnish terms with permission of SFS.

PARTICIPATION IN INTERNATIONAL WORK



- The time has come to participate in standards development process from very beginning (WG);
- with voting rights (being P-member).



Estonian experts participate in the work of

- **ISO/TC 46** Information and documentation
 - **SC 8** Quality – Statistics and performance evaluation
 - **SC 11** Archives/Records management
- **CEN/TC 346** **Conservation of cultural property**
 - **WG 1** General guidelines and terminology
 - **WG 4** Environment



EVS/TK 22 is following the work of

- ISO/TC 46/SC 4
Technical interoperability
- ISO/TC 46/SC 9
Identification and description
- ISO/TC 171
Document imaging



STANDARDS INFORMATION

<http://www.nlib.ee>

■ INFO- JA DOKUMENDIHALDUSE STANDARDID

- [Rahvusvahelised \(ISO\) standardid](#) (ISO standards)
- [Euroopa standardid ja CWA-d](#) (European documents)
- [Eesti standardid](#) (Estonian Standards)
- [Rahvusvahelised kirjereeglid](#) (International Description Rules)
- [Eesti Rahvusraamatukogu standardid](#) (NLE standards)

■ INFO- JA DOKUMENDIHALDUSE STANDARDIMINE

- [Juhenddokumendid](#) (Guides for operating)
- [Standardimiskava](#) (Standards Programme)
- **Standardimise tehniline komitee** EVS/TK 22 (Technical committee)
- EVS/TK 22 [põhikiri](#) (Statute)
- EVS/TK 22 [liikmed](#) (members)
- [rahvusvaheline koostöö](#) (international co-operation)
- [Üritused](#) (events)
- [RRI standardimise ekspertrühm](#) (Standardisation Expert Council of NLE)
- [Töödokumendid \(EVS/TK 22 liikmetele\)](#) (Working documents to EVS/TK 22 members)

■ STANDARDIINFO (Standards information, links)



WORKING DOCUMENTS FOR EXPERTS

- FROM ISO livelink
- FROM CEN LIVELINK
- FROM EVS
 - Once (at least) in month the list of received documents is distributed
 - The working documents are available at NLE website (access with password)



FINANCING and EXPERTS

- **Secretariat general expenses** – 1 000 EEK from each TK member in 2007
- **TK secretary is an employee of NLE**
- **Project-based financing**
 - librarian standards – NLE, Ministry of Culture;
 - records management standards – State Chancellery, some income from seminars



**THE NUMBER OF EXPERTS IS LIMITED,
the GOOD EXPERTS TIME IS LIMITED,
Projects are financed (mostly) by public organisations
Participation in International meetings is financed ...?**



Co-operation of ALM in STANDARDISATION

- To determine
 - the common
 - fields for standardisation
 - objects for standardisation
 - The level of standardisation (ISO, CEN, national,...)
 - Propose new projects and start with them

IT IS UP TO ALM-s.

NB! Co-operation with IT people; with specialists of other countries



THANK YOU!

GOOD LUCK IN YOUR WORK!

