

Antra Indriksone

Head, Standardisation Department,
National Library of Latvia

ADAPTED INTERNATIONAL LIBRARY STANDARDS IN SUPPORT OF LATVIAN LIBRARIANS

This statement sets out current standards activities in Latvian libraries, and the directions and priorities which the National Library of Latvia (NLL), as main executive of library standardization work, wish to pursue in the medium term future. The need for commonly shared standards for describing media of all types becomes even more important, and standardization should be the key element in the library's strategy.

В докладе рассматривается настоящая ситуация в области стандартизации библиотечной деятельности в Латвии и возможности её дальнейшего развития для поддержки практической деятельности в библиотеках и других информационных заведениях. Стандартизация сегодня является одним из основных элементов успешной работы любого учреждения, которое работает в сфере информационного обслуживания. Необходимость в стандартах и единообразных методах работы возрастает с каждым днём. Стандарты и стандартизация должна стать основным элементом стратегии и деятельности любой библиотеки.

Technology, politics and education are the three main influences on the creation and development of the information society. Methods and tools used to build the information society have a great influence on the economic progress and security of every country. Many authorities and different official bodies as well as many associations in Latvia are involved in transforming our country into an information society. Libraries and their services play important role in this process.

The basis for each society is commonly shared covenants, which can provide the best way how to endow allowable condition for the majority. Standards are one of such covenants. In documents issued by International Organization of Standardization (ISO) a standard is defined as “document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their result, aimed at the achievement of the optimum degree of order in a given context.”²

Despite that standards for library and information work mostly are optional (usually regulations for they use are not fixed with force of law), library community over the world has come to a conclusion, that standardization is only right way how to provide quality, unity of used methods, interoperability, valuation etc. Despite the changing focus resulting in changing roles in society, the underlying mission of the library has no

changed over years, but new possibilities and methods of work are borne. The modern library must strive to achieve this condition by regarding its own collection as only a fragment of potential sources to serve its public.

Standards have been formulated on various aspects of library science like – standards for performance and quality, code of practice, terminological standards, area of publishing etc. A number of activities and services is carried out by libraries nowadays. Although, resources may be shared without the involvement of IT and computers, but to come out with real efficiency and effectiveness, automation and data communication network are essential. Thus we need standards in this respect also.³

Adoption of international standards in the national language serves two main benefits. First of all, it helps to destroy the language barrier in the understanding of standards content, because language can be source of misunderstanding. Translation provides better understanding for practitioners and students (who become acquainted with subject first time) and endows wide usage. Secondly, it is a way, how to implement specific terms, whose translations are new and are not used before, in the library praxis. For example, terms from *Functional requirements of bibliographical records* – item, manifestation, expression, entity etc.

Recognizing the importance of participation in the standards development and adoption process, the National Library of Latvia (NLL) has taken responsibility in the field of standardization of library and information science (LIS) in Latvia. Standardization Section of the NLL promulgates information about standards and guidelines for libraries, academic institutions, and other information organizations. The NLL is represented on the Committee for Library, Archival and Museum Standards (MABSTK)*, which is a subordinate body in the system of the standards organization of Latvia, named *Latvijas Standarts*. *Latvijas Standarts* is the Latvian national centre for standardization and represent Latvia at ISO, CEN etc. Committee for Library, Archival and Museum Standards consists of representatives of Latvian library, archive and museum system. It is a nationwide coordinating body which gives a professional opinion in deciding on questions of principle and enhance cooperation between the library-archives-museum standardization partners. Conceiving, updating and maintaining Latvian library standards are the basic tasks for the Standardization Section of NLL. It manages and coordinates work in various workgroups of experts for adoption of the international library standards and works as the executive body for the Committee for Library, Archival and Museum Standards.

The Committee for Library, Archival and Museum Standards has adopted a range of standards which facilitate the interchange of library data. Adherence to standards plays an important role in improving access by users to the information resources which are held in library collections, in collections of other cultural institutions, e.g., museums and archives and which are accessible on the World Wide Web.

* Abbreviation from Latvian: *Muzeju, arhīvu un bibliotēku darba standartizācijas tehniskā komiteja*.

The Latvia's standardization system in the field of LIS is oriented on international standards praxis, that is, if there an international standard corresponding exists, we don't develop a national standard, but adapt it via translation method. And that applies not only to ISO and CEN standards, but also to standards provided by IFLA, Library of Congress etc. Therefore we can provide accordance with the best international experience and also endow uniformity in data processing.

Since 1996, when FOCT system was refused and the Standardization Section was established of the NLL and standardization of LIS have started almost from nothing, in Latvia has been adapted 15 standards elaborated by ISO 46. *Technical committee, Information and documentation*. At present the full list of produced standards of this committee involve 89 standards. According this statistics there are adopted in Latvia something about 17% of standards produced by ISO/TC 46. But one should take into account, that adoption of standard is often a quite long and labour intensive process that can also be expensive for the parties involved in the adoption process. That is also the reason why we will presume translations only of those standards, whose are main priority for wide range librarians in the near future.

1. Cataloguing and bibliographic description standards

The need for commonly shared standards for describing books, manuscripts, musical scores and all types of visual electronic media becomes even more important, and standardization should be the key element in the library's cataloguing strategy.

An internationally accepted standard for descriptive cataloguing, *AACR2 : Anglo-American Cataloguing Rules* used in UK, Australia, Canada, USA has been adopted in full or in part by 56 countries around the world. It is a standard for structuring catalogs with headings and references to provide links between items with a similar or related characteristics. Its anticipated development is aimed at possibility to include electronic text, digitized images and other emerging technologies in the traditional library catalog. Translation of the AACR2, 2002 edition into Latvian was completed this year and will be published till the end of 2004.

The next step to be taken by *MABSTK* is elaboration of AACR2 detalized interpretation, selection and addition of appropriate examples from Latvian national bibliography, necessary for better perception of the Rules essence. We have not got required resources at present, but we should look for possibilities.

As far as we know from statements of the Joint Steering Committee for revision of AACR, the strategic plan includes vision for the future development of AACR. All tasks are to be completed by the end of 2005. Besides the new introductions and some other essential improvements, the concept of authority control will be incorporated in the rules, as well as concepts and terminology from *Functional Requirements for Bibliographic Records (FRBR)*.

The rules for description in Part I of AACR are based on the general framework for the description of materials, the ISBD(G) – General International Standard

Bibliographic Description. The new version of ISBD(G) is published in the IFLA's home page in July 2004. Close correspondence also exists between the chapters in AACR which relate to different types of material and the corresponding ISBD's. Responsibility for development and maintenance of ISBD's has assumed the International Federation of Library Associations and Institutions (IFLA). To judge by statements on IFLANet, the new versions of ISBD(ER) and ISBD(CM) are coming up till the end of 2004. In next ten years perhaps all the ISBD's will be joined together into the *ISDD : International Standard Document Description*. ISBD standards adoption and up-dating over years are one of priority of the NLL Standardization Section.

We are considering to follow French idea to publish online the new versions of ISBD's in national language, displaying the changes by italicizing or something like this (the main texts of ISBD's in Latvian are published in 1998-2001). The first of the revisions will be *ISBD(CR) : International Standard Bibliographic Description. Continuing Resources*, which is already translated into Latvian.

Functional requirements for bibliographic records (FRBR) is a structured framework for relating the data recorded in bibliographic records to the needs of users of those records. It identifies bibliographic entities (such as works, persons, events, places, etc), their attributes and the relationships between them, and maps these to user tasks. It also identifies a basic level of functionality for records created by national bibliographic agencies. FRBR was published in 1998 and now its concepts and terminology will be incorporated in new versions of AACR and ISBD's. The FRBR document is used for teaching cataloguing and in the development of databases for several projects worldwide.

A working group has managed the first step – translation of FRBR into Latvian. We should admit that translation into Latvian such terms as *entity, expression, manifestation, attribute* have caused much trouble and discussions. The terms “expression” and “manifestation” are new to AACR. The term “work” is already used appropriately. However, the term “item” in AACR is not consistent with the FRBR definition, and much discussions has been devoted to this point. The next steps to be taken are to encourage implementation of FRBR basic concepts and terms in the library community of Latvia.

As specific measures for the immediate future, the NLL within the framework of the Committee for standardization intends to initiate an exploration of the relationship between AACR and the metadata standards. The first step on metadata standards adoption is translation of *ISO 15836 : Information and documentation – The Dublin Core metadata element set* into Latvian.

2. Item identifiers

A key type of data element is a unique number which identifies a book, serial, journal article, electronic resource or other type of information resource. Most of the standards applicable to this area have been developed within Subcommittee 9 of ISO TC 46. Examples include ISBN, ISSN, ISMN, Digital Object Identifier (DOI) etc.

The ISBN, ISSN and ISMN standards have been adopted as Latvian standards (*LVS ISO 2108*, *LVS ISO 3297* and *LVS ISO 10957* respectively).

The NLL is a national centre for ISSN, ISBN and ISMN, and has a strong interest in current developments of corresponding standards.

3. Preservation of physical collections

Despite the growth of digital collections, the NLL keep up responsibility for its large, important and growing non-digital collections. Preserving these collections demand the best practice approaches. Several international standards are adopted and will be adopted in the areas of paper quality, binding requirements and storage environments. For example:

ISO 9706 : Information and documentation – Paper for documents – requirements for permanence

ISO 14416 : Information and documentation – Requirements for binding of books, periodicals, serials and other paper documents for archive and library use

ISO 11799 : Information and documentation – Document storage requirements for archive and library materials

4. Standards and guidelines for library statistics and performance indicators

EN ISO 2789 : Information and documentation – Interlibrary Statistics

ISO 11620 : Information and documentation – Library performance indicators

5. Holdings statements

ISO 10324 : Information and documentation – Holdings statements: summary level is an international standard, based on the ANSI (US) standard, which was developed together with the MARC format for holdings. The document follows the style of a cataloguing code, such as the ISBD's. The aim of the standard is to specify display requirements for holdings statements at the summary level to promote consistency in the communication and exchange of holdings information. This standard is translated into Latvian and will be adopted as national standard this year.

6. Guidelines for the content, organization and presentation of indexes

International standard *ISO 999 : Information and documentation -- Guidelines for the content, organization and presentation of indexes* applies to books, periodicals, reports, patents and other written and printed documents as well as non-print materials, i.e., electronic documents, films, sound recordings, video recordings, graphic materials, maps and three dimensional objects. ISO 999 is concerned with basic indexing principles and practice rather than the detailed procedures of indexing. It covers the choice, form

and arrangement of headings and subheadings used in index entries after subjects to be indexed have been determined.

7. Terminology

Perhaps, one of the most serious problem is an application of unified terminology for libraries and other information service providers. The problem especially came in view, when library, museums and archives had decided to try offering common services. Till the establishing Committee for Library, Archival and Museum Standards, terminology of these three fields has developed independently and the same term in English sometimes have different translation and meaning in Latvian. Following extensive consultations with the Latvian library, archival and museum community, the National Library of Latvia was committed to adopting international terminology standard *ISO 5127 : Information and documentation. Vocabulary*. Comprehensive collaboration in the project was contributed by Terminology Commission of Latvian Academy of Sciences, Sub-Commission of Library Science, Bibliography, Book Science and Information Science Terminology. At present the NLL is the main initiator of regular action in development of terminology in the library field.

The role of the NLL is not only to take responsibility from standards adoption process managing, but also provide information about library standards and standardization. At present three main information services are offered:

1. Librarians can use an internet site of the NLL Standardization Section, where following matters are published:
 - information about LIS standards adopted in Latvia;
 - information about standards drafts;
 - wide range of links to standardization institutions, on-line standards and sources about LIS terminology;
2. The Standardization Section offers standardization news in Latvian LIS journal "*Bibliotēku pasaule*";
3. The Standardization Section is involved in continuing education activities carried out by the Continuing Education Centre for Librarians of Latvia. In case of necessity, we provide also individual consultations for practitioners and LIS students.

Finally I would like to draw few general conclusions and trust for future actions. Firstly, for successful evolution libraries must create an environment that is favourable to the development of standards. They should collectively create more precise tender documents that will ensure the correct implementation of existing standards and will stimulate their users into participating in the standards process. It is important to provide funding for an entire range of standards, from creation to promotion and distribution. Because of continuing changes in social conditions, educational trends and technological developments, library standards should be reviewed and revised regularly. The NLL also

regards it as important to watch international library standards activities to ensure that the appropriate standards framework is in place or under development. Deeper understanding of standards can be derived from such matters as organizing seminars for better perception of standards documents. Libraries should encourage experts to participate in the standardizing process and concerned bodies should contribute to the funding of the process. For uniform information space and better interoperability there should be evolved better cooperation with archives, museums and other information bodies.

The NLL has been active in the promotion of adoption of basic international library standards which facilitate access to distributed information resources and which support the inter-working library systems and services. Other Latvian libraries and State agency “Cultural Information Systems”^{**} have given support for the standardization work.

We are sure that it is worth investing in this area, with an emphasis on those standards which have the most impact in supporting the distributed library network and providing their proper application.

References

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^{**} In Latvian: *Valsts aģentūra “Kultūras informācijas sistēmas”*.