

**IFLA**  
**Division III - Library Services**  
**Cataloguing; Subject Analysis and Access Sections**

**Genre/Form Working Group Meeting**  
**Madrid**

**Minutes of meeting**

20-21 April 2017, National Library of Spain

**Attendees**

George Prager, WG Co-chair  
Ricardo Santos Muñoz, WG Co-chair  
Ana Stevanovic, Member of the WG  
Rehab Ouf, Member of the WG

**Venue**

The meeting was hosted by the Technical Department in the National Library of Spain, and facilitated by Ricardo Santos Muñoz.

**Objectives of the meeting**

- Study the submissions of the survey that was constructed and sent out to national libraries of the world;
- Interpret and analyze the results;
- Outline the report to be developed and presented to the Subject Analysis and Access and the Cataloging Standing Committees

**First Day**

During the first half of the day, after discussing the tentative agenda and methodology outlined by the co-chairs during their meeting the day before, the following activities were performed:

- Cleaning up the survey results, weeding non-qualified submissions
- Partial translating the non-English text in the free-text boxes into English
- Generating a consolidated updated version of the report
- As a preliminary exercise, the group went through the survey results (87 questions in 102 pages) in details. This preliminary exercise helped to:
  - Sort out and categorize the questions
  - Draw up general remarks and conclusions
  - Outline our approach in analyzing the survey results.

The group then discussed some technical issues concerning the structure and presentation of the report to be presented before our standing committees, including which, as a rule of thumb,

Survey Gizmo charts should be inserted in the report as is, which should be revised in other ways/different colors, and which should be ignored and/or only referred to.

The group then went into discussing the strategy of work and the analysis methodology, and outlined the rest of the two days program. Two main categories of questions were identified: the similar questions in the different tracks and the free text questions; **each category needed different treatment.**

The group decided that analyzing the similar questions across the different tracks of the survey would draw interesting conclusions.

The group then went into identifying by numbers the similar questions that should be jointly analyzed and compiled them into one table to organize the work of the two days.

The group also decided to compile the participating libraries in a world map to represent the participating libraries in the survey.

The afternoon was dedicated to going through several of the similar questions across the different tracks, trying to analyze the results, drawing general and specific conclusions, and recording the findings in a draft write up.

By the end of the day, it was clear that the analysis of the submissions led to interesting conclusions about how national libraries use and/or develop genre/form vocabularies. The findings seemed significant enough that they might constitute a topic for a presentation to be given in an open session in the coming WLIC in Wroclaw. George said that he would ask the Chairs of the two Sections to explore the possibility of allocating a time slot to the WG to present the results of the survey and the conclusions made in a report in an open session during WLIC 2017. [The working group will present its report during Session 149: "IFLA Metadata Reports - Cataloguing, Bibliography and Subject Analysis and Access", which will be held from 11:45-12:45, on Tuesday, August 22, in the IASE Conference Room].

## **Second Day**

The group continued the exercise of going through the parallel questions in the different tracks, analyzing the results and drawing up findings and conclusions.

A number of decisions were taken:

1. Ricardo will translate the remaining Spanish and Portuguese text in the free-text fields
2. George will contact several libraries that submitted duplicate responses, to clarify which responses should be retained.
3. The rest of the questions were distributed to the four members of the group with 12 May 2017 set as a deadline for sending results of the analysis for the remaining questions.
4. Group photos were taken, to be shared with the standing committees and the *IFLA Metadata Newsletter*.

5. Ana will write a report on the Madrid meeting for the Newsletter, and Rehab will prepare the minutes of the meeting.
6. Ricardo will share all the documents we worked in on Google Drive to facilitate the work of the group and file sharing until the completion of the report.
7. Once the four members who met in Madrid are satisfied with the draft report, they will send it to the entire working group for further feedback. That feedback will then be incorporated into a newer version of the report.