

Home Page



Logo



URL

<http://www.ifla.org/standards>

Subject

Standards

Accessibility

Free

Language

English

Publisher

IFLA

Scope and Coverage

IFLA Standards fall into two categories: Normative documents and Informative / Technical documents. Normative documents are conceptual models (example is FRBR), rules for resource description (example is ISBD), digital format codes (example In UNIMARC). An Informative / Technical document are guidelines (example is IFLA Public Library Service Guidelines) and Best Practices (example is Continuing Professional Development: Principles and Best Practices). IFLA publishes many other types of documents that are endorsed by the IFLA Governing Board or one of its advisory or subcommittees (Professional Committee, Finance Committee, Committee on Standards, etc.) which are not defined as IFLA Standards. They include professional reports, guidance and case studies, reports, and articles on emerging trends substantial project reports, policies, procedure or rules endorsed by the Governing Board of IFLA that apply to the procedures and process of IFLA business, Manifestos, Statements,

Declarations.

Kind of Information

IFLA generally uses the term “standards” to refer the documents like conceptual models, rules for resource description, digital format codes, guidelines, best practice. Conceptual models are developed from a logical high-level analysis of the relevant domain. They guide the development of detailed data models and content standards, but are not themselves prescriptive. They may also provide the groundwork for the integration and interchange of data from different domains. A **Conceptual model** represents in logical terms the structures and concepts present in its domain of interest; Conveys the fundamental principles and basic functionality in its domain; Documents and conveys a shared understanding of the domain. Examples of IFLA Conceptual Models are ***Functional Requirements for Bibliographic Records (FRBR)***, ***Functional Requirements for Subject Authority Data (FRSAD)***, ***FRBROO***.

Rules for resource description in the form of the International Standard Bibliographic Description are developed with the aim to specify the requirements for the description and identification of published resources held in library collections, although not restricted to those only. Rules for resource description determine the data elements to be recorded or transcribed in a specific sequence; employ prescribed punctuation as a means of recognizing and displaying data elements in order to make them understandable independently of the language of description; enhance the portability of bibliographic data in the Semantic web environment; enable interoperability of the bibliographic description standard with other content standards. Example of IFLA Rules for resource description is ***ISBD (International Standard Bibliographic Description)***.

Digital format codes define and assign labels to each part of a catalogue record so that it can be handled by computers. These are used for the storing and exchanging bibliographic data; facilitating the exchange of data in machine-readable form between bibliographic agencies and institutions. Example of IFLA Digital format codes is ***UNIMARC (Universal Machine Readable Cataloguing) standards***.

IFLA Guidelines are detailed plans or explanations designed to assist, as well as to set boundaries for, a particular course of action. An IFLA Guideline specifies requirements; makes provisions; gives recommendations; provides basic instructions based on examples about an action, or a behavior. Examples of IFLA Guideline are ***IFLA Public Library Service Guidelines***, ***Basic Serials Management Handbook (BSMH) - Revised ed.***, ***Care, Handling and Storage of Photographs, Gifts for the Collections: Guidelines for Libraries etc.***

An IFLA **Best Practice** is a method or programme that has proven to be successful and that can be used or adapted by others to achieve similar results. An IFLA Best Practice suggests the best course of action; provides information on technique, method or process; can be used for benchmarking. Example of IFLA Best Practice is ***Continuing Professional Development: Principles and Best Practices***,

Special Features

IFLA standards are internationally reviewed, published and regularly updated documents. Each IFLA standard reflects current consensus on rules, principles, guidelines, best practice or models for a particular activity or service. IFLA standards in

their diversity of styles and subject matter provide optimum benefit for the international library community. Standards are established by IFLA professional units who work in collaboration and by consensus.

Arrangement Pattern

Under the basic categories of standards like Conceptual model, Rules for resource description, Digital format codes, IFLA Guidelines, IFLA Best Practice the standards are arranged alphabetically.

Remarks

IFLA's current goal is to focus on 'developing, maintaining and adhering to the highest standards that support high quality practices'. To fulfill this goal, IFLA developed wide range of standards.

Date of Access

March 3, 2017