

CATALOGUING SUB-COMMITTEE

Minutes of the first meeting held on 9 August 2006 at
Emmanuel College, University of Cambridge, UK

Present: Dr. Habibollah Azimi, Dr. Kinga Dévényi, Miss Lesley Forbes (Secretary), Dr. Nuria Garaeva, Mr. David Hirsch (Head), Mr. Sharif Jaghman, Mr. Joseph Moukarzel, Dr. Mustafa Jahić, Dr. Alison Ohta, Prof. Dr. Zeren Tanındı and Dr. Elaine Wright.

1. Chairman and Secretary

At a preliminary meeting on 8 August 2006 of those who had signified their interest in being involved in the cataloguing Sub-Committee, Mr. Hirsch had been nominated as Chairman of the Sub-Committee, and Miss Forbes had agreed to be the Secretary.

2. TIMA action items

The TIMA Board had suggested that all the sub-committees should examine the following areas for action within their groups:

- Encourage membership;
- Create a directory of specialists;
- Compile a list of standards and guidance for best practice;
- Determine gaps in knowledge and the required research to be done.

3. Challenges facing the Sub-Committee

In discussion, the following main challenges were identified:

- to establish standards, acceptance of these and agreement on how to implement them;
- to agree on transliteration standards for the relevant languages, mainly Arabic, Persian and Ottoman Turkish, while accepting that the main standard must be the original script. It was acknowledged that Ottoman Turkish presented a particular problem;
- to ascertain how different libraries were establishing names and the different authorities that were currently being used, as a pre-requisite to agreeing on authorities for personal and place names;
- to establish a means of facilitating discussion among members of the Sub-Committee;
- to list existing relevant on-line databases as examples;
- to identify the main needs among members of the Sub-Committee, which might be suitable for fundraising.

4. Actions agreed

- to conduct a survey of transliteration schemes in use by members;
- to survey different members' practices for establishing name authorities;

- to establish a TIMA-cat list on the TIMA website to facilitate discussion among members of the Sub-Committee;
- to share with colleagues (possibly via a web-site) worksheets for manuscript cataloguing;
- to ask the TIMA Board if they might engage in fundraising for projects agreed and prioritised by the Sub-Committee, or if they would investigate fundraising possibilities and communicate these to the Sub-Committee;

5. Other matters raised in discussion

Specific points in relation to manuscript cataloguing included the importance of including the first lines of the text, and the colophon; the fact that most required manuscript elements, for example illustrations, bindings, etc can be provided for in the system presented by Isabelle Caussé earlier in the 2006 TIMA conference; the desirability of scanning and making available printed catalogues of manuscripts that are now out-of-print; and that some libraries lack essential reference books for identification of manuscripts.

6. Conclusion

The Chairman thanked everyone for their participation.

Lesley Forbes
23 August 2006