

To: Joint Steering Committee for Development of RDA

From: Barbara B. Tillett, Chair

Subject: Information for new JSC representatives

This document presents information about the JSC and its activities, JSC policies, and RDA Toolkit. It also includes links to web sites and other documents. It will be updated as that information changes.

1. Who does what?

Overall governance information about the Committee of Principals, Co-Publishers, and the Trust Fund is available now on the AACR website: <http://www.aacr2.org/index.html>. That information will be updated and moved to another site.

The list of current JSC members and other persons involved in the development of RDA is given at the end of this document.

Chair of the JSC. Duties include the following:

- Organize and chair JSC meetings (develop agenda, run meeting, review minutes) and teleconferences with the Secretary for the JSC.
- Act as JSC liaison with the Committee of Principals and the Co-Publishers.
- Act as JSC liaison with other non-JSC individuals and groups as required.
- Oversee activities related to outreach.
- Oversee development of project, communication, and strategic plans as appropriate.
- Invite working groups to begin their work and establish charges for such groups.
- Prepare the JSC annual report.

Secretary for the JSC. Duties include the following (also see 6JSC/Policy/3):

- Act as webmaster for the JSC public and private web sites.
- Prepare minutes of JSC meetings and teleconferences.
- Prepare final versions of approved revision proposals.
- Input changes in the RDA content in the online project management tool. (i.e. SmartSheet).
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Members of the JSC. Duties include the following:

- Prepare revision proposals and discussion papers on behalf of and in consultation with their constituencies.
- Prepare responses to revision proposals and discussion papers from other constituencies.
- Attend the JSC meetings and teleconferences.
- Consider other issues related to the development of RDA.

- Volunteer to represent the JSC at conferences, to act as liaisons to other bodies, and to prepare discussion papers on request.

2. Revision, updating, and translations of *RDA*

Changes to the content of *RDA* are submitted via three processes (see 6JSC/Policy/1 for more information):

- Formal proposals by JSC constituencies and other groups with whom JSC has a relationship (e.g., ISBD, ISSN, and EURIG communities); written responses to the proposals are submitted. The proposals and responses are discussed at JSC meetings or during teleconferences. Deadlines for proposals and responses are announced by the Chair of JSC.
- Fast Track proposals for minor changes are submitted on an ongoing basis by JSC representatives. They are discussed via comments on GoogleDocs/Drive, via email, and, when necessary, during teleconferences.
- Typographical errors and minor corrections are submitted to the JSC Secretary.

The content of *RDA* is revised via SmartSheet, an online project management tool, for incorporation into RDA Toolkit. Changes are usually input by the JSC Secretary.

RDA Toolkit is revised approximately every other month, on the second Tuesday of the month. In 2013 this will change to three times a year. An “update” occurs when the changes in content are the result of formal proposals; the revision history is available via an icon at the revised instructions and a summary is available at the bottom of the RDA tab in RDA Toolkit. Other content changes and enhancements to RDA Toolkit functionality (such as searching, display, integration with other related products, user profiles, etc.) will occur not more frequently than quarterly for 2013. Changes resulting from processes other than formal proposals are recorded in 6JSC/Sec documents.

RDA Toolkit and the Open Metadata Registry include translations that are arranged through ALA Publishing.

3. Meetings of the JSC

The JSC usually meets in person once a year. The location and dates of the meeting are arranged with the Chair of the Trust Fund. Notification of the location is made six months before the meeting; the dates are announced two to three months before the meeting. Travel and hotel arrangements can be made through an American Library Association travel agent. A draft agenda is distributed by the JSC Chair four to six weeks before the meeting. Others may attend the meeting as observers, by request to the JSC Chair, except for executive sessions that are closed to observers.

The JSC also usually has a closed session with the Committee of Principals sometime during the JSC meeting.

The JSC Secretary prepares the minutes of the meeting; they are reviewed by the JSC Chair and then by the JSC members. There are two versions: the public version posted on the public web site and a restricted version, containing minutes of executive sessions, sent to the JSC and posted on the private web site.

The JSC may also meet via teleconference to discuss specific topics. The JSC Secretary prepares minutes of the teleconferences, sends them to the JSC members, and posts them on the Workspace. Any decisions made during the teleconferences about wording of RDA instructions would be documented and posted on the public site.

4. Web sites

There are two JSC web sites. Both are in the process of being updated.

- JSC public web site = <http://www.rda-jsc.org>
- JSC private web site = <http://www.rda-jsc.org/workspace> (sometimes called the “Workspace” with a password sent separately to JSC members)

Listed here are the main categories of current documents posted on the two JSC sites:

- public web site: announcements, pdfs of proposals and responses, Chair and Secretary documents, meeting agendas and minutes, policy documents.
- private web site: confidential and restricted documents, Word versions of proposals and discussion papers, JSC’s comments on reworded chapters, pdfs of *RDA* content from each release, emails explaining Fast Track entries. An archive of RDA drafts and Editor documents is also available there.

The publishers’ web site (<http://www.rdatoolkit.org>) gives information about pricing, RDA Toolkit development, training, subscriptions and renewals, updates and releases of RDA Toolkit, translations, etc. There is a blog and links for sessions of the Virtual Users Group.

RDA Toolkit (<http://access.rdatoolkit.org/>) is available free of charge to JSC members. The Toolkit staging site (<http://stage.rdatoolkit.org>) shows the changes of an update/release before it is issued. Account IDs and passwords are supplied for both sites.

SmartSheet (<http://www.smartsheet.com>) is the current online project management tool used to update the content of *RDA*; it contains the files for the content of RDA Toolkit. The JSC Secretary makes the changes from proposals, Fast Track entries, and corrections; JSC members haven’t started using SmartSheet. The Library of Congress uses this tool to create and edit the LC/PCC policy statements included in the Toolkit.

The JSC uses Google Docs/Drive (<https://www.google.com/a/rdatoolkit.org>) for various tasks: to record availability of members on the JSC calendar, to post and make comments on Fast Track entries, to collaborate on definitions for vocabularies, to review reworded chapters from the Copy Editor. National libraries represented in the JSC are posting information about RDA implementation plans and decisions.

5. Policy and procedures documents

6JSC/Policy/1 – Statement of Policy and Procedures for JSC – posted on the public JSC site: <http://www.rda-jsc.org/>

- This document is the major statement on JSC's relationship with its constituencies.
- Key topics are: source and format of revision proposals; document numbering; the approval and publication process; other information on JSC documents and their distribution; the relationship with the Committee of Principals; RDA translations; the JSC websites.

6JSC/Policy/2 – JSC Meetings – posted on the public JSC site: <http://www.rda-jsc.org/>

- Detailed information on JSC meetings

The JSC will be considering how to update the following documents, all posted on the public site:

- 5JSC/RDA/Prospectus/Rev/7
- 5JSC/RDA/Scope/Rev/4
- 5JSC/Strategic/1/Rev/2 (Strategic plan)
- 5JSC/RDA/Objectives and Principles/Rev/3

6. JSC working groups, etc.

Groups operating at present are the following:

JSC Groups

- RDA Examples Group 3 (6JSC/Chair/2)
- RDA Music Joint Working Group (6JSC/Chair/6)

Collaborative Groups

- DCMI Bibliographic Metadata Task Group (discussion list open to subscribers) http://wiki.dublincore.org/index.php/Bibliographic_Metadata_Task_Group
- RDA/ONIX Framework Working Group in collaboration with the ISBD Review Group
- MARC/RDA Working Group

The Committee of Principals (CoP) oversees the RDA Technical Committee that provides guidance on technical matters related to RDA Toolkit and the Open Metadata Registry. The JSC has a representative on that committee.

7. Publishing RDA and the RDA Toolkit

ALA Digital Reference, an imprint of ALA Publishing, publishes RDA and the RDA Toolkit website (www.rdatoolkit.org) on behalf of the Co-Publishers for RDA. See the list at the end of this document for names and responsibilities of people in ALA Digital Reference.

8. RDA Registry

The [RDA Element set](#) and vocabularies are being declared on the Open Metadata Registry (OMR). The RDA Registry will provide metadata services for RDF Semantic Web representations of RDA.

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JSC members and other persons involved in the development of RDA

| Name | Role | Email address |
|-----------------|---|-------------------------------|
| Barbara Tillett | Chair of the JSC | JSCChair@rdatoolkit.org |
| Dave Reser | LC representative to the JSC | dres@loc.gov |
| Kate James | Back-up for Dave Reser | kjam@loc.gov |
| Kevin Marsh | ACOC representative to the JSC | kevin.marsh@slwa.wa.gov.au |
| Catherine Argus | Back-up for Kevin Marsh | cargus@nla.gov.au |
| John Attig | ALA representative to the JSC | jxa16@psu.edu |
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| Alan Danskin | BL representative to the JSC | alan.danskin@bl.uk |
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| Bill Leonard | CCC representative to the JSC | william.leonard@bac-lac.gc.ca |
| Gordon Dunsire | CILIP representative to the JSC | gordon@gordondunsire.com |
| Christine Frodl | DNB representative to the JSC | c.frodl@dnb.de |
| Edith Röschlau | Back-up for Christine Frodl | E.Roeschlau@dnb.de |
| Judy Kuhagen | JSC Secretary | JSCSecretary@rdatoolkit.org |
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| Mary Ghikas | Chair of the Committee of Principals. Also involved in communications about JSC | mghikas@ala.org |

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| | meetings, business arrangements, rewording process. Not involved in revision proposals. | |
| Troy Linker | Publisher, ALA Digital Reference. Responsible overall for editorial, product development, marketing, and customer service. | tlinker@rdatoolkit.org |
| James (Jamie) Hennelly | Managing Editor, ALA Digital Reference. Responsible for editorial issues including the rewording of RDA. | jhennelly@rdatoolkit.org |
| Melissa Wood | Marketing and Sales Manager, ALA Digital Reference. Responsible for sales and licensing issues. | mwood@rdatoolkit.org |
| Jennifer Carbon | Administrative Assistant, ALA Digital Reference. Responsible for customer inquiries about RDA and RDA Toolkit | jcarbon@rdatoolkit.org |
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| Chris Oliver | Copy editor for the rewording of RDA | chris.oliver@mcgill.ca |