

To: Joint Steering Committee for Revision of AACR
The Committee of Principals for AACR

From: Deirdre Kiorgaard, Chair, JSC

Subject: Statement of policy and procedures for JSC

Related document: 5JSC/Policy/6 (latest revision)

1. Policy and Procedures prior to publication of RDA

In accordance with its Strategic Plan, the JSC is working towards a new edition of AACR, *RDA — Resource Description and Access*, scheduled for publication in 2008.

The period until publication of RDA will be a development process for the creation of a new standard, rather than a rule revision process. During this period it will be important to balance community input with the need for RDA to be ready for publication within a reasonable timeframe.

- 1.1. Some of the policy and procedures outlined in 5JSC/Policy/4 *Statement of Policy and Procedures for JSC* dated 7 February 2005 will be temporarily suspended for the duration of the project to expedite the editorial process.
- 1.2. The policy and procedures outlined in this document, i.e. 5JSC/Policy/4/Rev, will apply until RDA is published.
- 1.3. A new statement of policy and procedures, broadly in line with the practices outlined in the February 2005 document, will be issued upon publication of the new standard.

2. RDA Project Management Committee and RDA Editorial Team

An RDA Editorial Team and RDA Project Management Committee have been put in place to oversee the development of RDA and bring RDA to publication.

- 2.1. The Project Management Committee consists of the RDA Editorial Team, the RDA Project Manager, Chair of the Committee of Principals, Chair of the Co-Publishers and the online product developer. The Project Management Committee will coordinate and schedule activities and ensure project timelines are met.
- 2.2. The Editorial Team consists of the JSC Chair, RDA Editor and JSC Secretary. The Editorial Team will prepare drafts of RDA for review by the JSC representatives and their constituencies.

3. Relationship with the Committee of Principals

General information on the governance of RDA, including the role and membership of the Committee of Principals can be found at <http://www.aacr2.org/governance.html>.

- 3.1. There will be consultation between the Chairs of JSC and the Committee of Principals when appropriate.
- 3.2. The JSC Chair will attend meetings of the Committee of Principals where possible.
- 3.3. The Chair of the Committee of Principals will attend meetings of JSC where possible.
- 3.4. The Committee of Principals and JSC will each meet together at the same location and in the same week, once per year, to facilitate communications.
- 3.5. The JSC Chair will prepare annual reports on the activities of JSC for submission to the Committee of Principals.

4. Source of RDA Drafts and Proposals

During the period between 2005 and the publication of RDA, drafts of RDA will be submitted by the RDA Editorial Team, and proposals may be submitted by a constituent body or by the JSC Chair on behalf of those not represented by a constituent body.

4.1. Drafts

The RDA Editorial Team will prepare and submit drafts of RDA to the JSC representatives and their constituencies for discussion, consideration and comment.

4.2. Proposals

Proposals should include a justification for the suggested revision, including a statement of the issue(s) requiring resolution and an estimate of the impact of the solution when appropriate.

Proposals for RDA may be submitted through a JSC constituent body. JSC members will vet proposals from within their own constituencies to ensure that they are complete, well-documented, and appropriate to the current status of work being undertaken on RDA. JSC members will provide advice on how to frame proposals in relation to the text of the RDA draft. The JSC member will decide whether they warrant submission to JSC.

The JSC may, at its discretion, seek proposals from JSC constituent bodies on specific instructions, or set up Task Forces to provide advice and/or proposals on specific issues.

Any proposals from outside the constituent bodies should be submitted to the JSC Chair. The JSC Chair will forward such proposals to the JSC members for their consideration.

5. Consultation on RDA Drafts and Proposals

The procedure for consultation on drafts and proposals is as follows:

- 5.1. JSC will evaluate proposals from constituent bodies and others to determine whether they are in harmony with the Strategic Plan, and whether they can be incorporated into the development schedule. Only proposals that fit both these criteria will go forward for review. If the JSC determines that a Proposal will not go forward, they will notify the proposing body which may re-submit the proposal as a revision to RDA after publication.
- 5.2. Drafts of RDA, and proposals which meet the above criteria, will be made available to all the JSC members and their constituencies for review and discussion of their substance. The JSC members will consult with their constituent bodies, and may also discuss the proposals with other JSC members during JSC meetings or via email, as appropriate.
- 5.3. Following review and discussion, all JSC members respond in writing to the drafts of RDA and any proposals.
- 5.4. The substance of the draft or proposal is either accepted or rejected by JSC. Decisions, and the justification for those decisions, will be recorded in an official JSC document (the JSC minutes or a separate follow-up document), which is distributed to all the JSC members and their constituencies. Decisions may be reached by email, but all decisions must be recorded in official documents.
- 5.5. JSC members will seek to reach decisions by common consent. If any member so requests, his/her reservations about a decision reached by common consent will be recorded.
[Principals' Agreement, 1989, clause 6.7]
- 5.6. A proposing constituent body may be asked to revise a proposal or to undertake further follow-up work on a proposal.

6. Timing of RDA Drafts, Proposals and Responses

To allow sufficient time for the constituencies to consider and comment on drafts, proposals and responses:

RDA drafts are required four months prior to meetings.

Proposals are required two and a half months prior to meetings.

Responses are required one month prior to meetings.

If at a meeting it is decided that a constituency response to a proposal or RDA draft is no longer required, this will be explicitly noted in the JSC minutes. If there has been inadequate time for consideration of a document, the JSC Chair will reserve the right to defer the document to a subsequent meeting.

7. Format of RDA Drafts and Proposals

For clarity and ease of reference a common format will be used for all drafts of RDA and proposals submitted to JSC.

7.1. The "5JSC" numbering sequence will be used for all proposals relating to RDA, and for general documents from 2005 onwards.

7.2. All documents will bear a standard document header, including the following elements:

JSC document number

Date

To

From

Subject, including a short title and if applicable, the rule number(s) affected

A reference to related documents, as appropriate, with document number(s)

7.3. JSC document numbers for RDA drafts will contain these elements:

5JSC

RDA to indicate that it is a draft

An indication of the part of RDA that is in the draft

For example: 5JSC/RDA/Part I

7.4. JSC document numbers for RDA proposals will contain these elements:

5JSC

Abbreviation of name of constituent body or representative, or 'Chair' or 'Editor'

Number of proposal submitted by that constituent body within 5JSC

For example: 5JSC/ACOC rep/1

- 7.5. Responses, revisions of proposals and follow-ups should refer to the original document through the document numbering, and reflect the subsequent revision or follow-up e.g. 5JSC/LC/1/ALA response, 5JSC/LC/1/Rev, or 5JSC/LC/3/LC follow-up.
- 7.6. For multi-page documents, the JSC document number, date, and page number will appear in the upper right hand corner of each page. If the JSC document contains another document and the conveyed document has its own internal numbering, it is not necessary to renumber this document with the JSC numbering.

8. Other information relating to JSC documents

- 8.1. Other documents may also be produced for particular purposes, and will be numbered accordingly. These include:

Agendas for JSC meetings, e.g. 5JSC/A/11

Minutes of JSC meetings, e.g. 5JSC/M/292-326

Policy documents, e.g. 5JSC/Policy/4

Mailing lists for distribution of JSC documents, e.g. 5JSC/Mailing list/17

Lists of JSC documents, e.g. 5JSC/Documents list/2005

Items for information distributed by a member body, e.g. 5JSC/BL/Info/1

Documents issued by the JSC Secretary, e.g. 5JSC/Sec/1

Documents issued by the Editor of RDA, e.g. 5JSC/Editor/1, 5JSC/Editor/Part I/Section A

Documents issued by a JSC member in a personal capacity, e.g. 5JSC/ACOC rep/1

Documents meant only to facilitate the work of the committee will be given numbering prefaced by the term "Restricted", e.g. 5JSC/M/Restricted/1-22. (see also 9.3 below)

- 8.2. The JSC Chair will issue documents when appropriate, e.g. the transmission of commissioned reports. The numbering will reflect the origin of the document, e.g. 5JSC/Chair/1. Communications from other rule making bodies will be issued as Chair follow-up documents in the appropriate series.
- 8.3. At the end of each year the Secretary will send all document series that have become inactive during that year to the ALA archive at the University of Illinois.
- 8.4. The Secretary will note items requiring further consideration by the JSC in the "JSC list of tasks."

9. Access to information on JSC and the revision process

JSC will maintain the following Web sites to provide information on JSC and the revision process:

9.1. JSC public Web site

A JSC public Web site will include information about the membership of JSC and the revision process. It will also include information about current JSC activities.

The following JSC documents will be included in the public Web site: agendas; discussion papers of general interest; and reports of commissioned groups at the discretion of the Chair. At the discretion of JSC and the Committee of Principals, drafts of RDA may also be made available on this site. Contextual information will be included as required for each document.

9.2. JSC document distribution Web site

A JSC document distribution Web site will be maintained to allow the distribution of numbered JSC documents to the constituent bodies.

Documents will be available as both Adobe Acrobat PDF files and Microsoft Word documents, but the PDF version will be the official version of the documents. Print copies of JSC documents will not be distributed. The Secretary will send announcements of new JSC documents on the Web site to members of constituent bodies (as nominated by JSC members) and to any other groups with whom the JSC has an official distribution agreement (e.g. the IFLA ISBD Review Group). Lists of documents will be distributed annually.

9.3. RDA Workspace

From time to time JSC will also issue documents, including working drafts, informal papers, etc. meant only to facilitate the work of the committee. These documents will be mounted on the RDA Workspace, but will not be available for distribution to the constituent bodies.

10. JSC meetings (see also 5JSC/Policy/6)

In the period leading up to the publication of RDA it is expected that the JSC will meet twice per year.

10.1. JSC members host meetings, with the responsibility rotating among constituent bodies.

10.2. Observers may attend JSC meetings as space permits. The JSC Chair may call an observer to the table for input to the discussion when appropriate.

10.3. The JSC Chair will determine which items should be considered in the Executive Session in consultation with the committee. Only JSC members, the

Secretary or recorder, and the Chairperson of the Committee of Principals will normally attend the Executive Session. They may be joined by the Editor or Project Manager, or by other individuals or groups at the discretion of the JSC Chair.

- 10.4. Agendas for JSC meetings will be issued three weeks prior to the start of the meeting. If required, a revised version of the agenda will be issued one week prior to the start of the meeting. It will be indicated on the agenda which documents are to be brought to the meeting by JSC members (the meeting host will bring all documents listed on the agenda).
- 10.5. Minutes of JSC meetings will be issued in two versions: an unrestricted version (e.g. 5JSC/M/490-527); and a restricted version including the executive session (e.g. 5JSC/M/Restricted/490-527).
- 10.6. Errata to minutes of JSC meetings will be recorded in the minutes of the following meeting.