

To: Joint Steering Committee for Development of RDA

From: Gordon Dunsire, Chair, JSC

Subject: Information for new JSC representatives

This document presents information about the JSC and its activities, JSC policies, and the publication of *RDA: Resource Description and Access*. 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 on the AACR website: <http://www.aacr2.org/index.html>. That information will be updated and moved to another site in due course.

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.
- Establish and monitor JSC working 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 authoring tool.

JSC Examples Editor. Duties include the following (also see 6JSC/Chair/16):

- Identify new contextual examples for inclusion in *RDA* in conjunction with approved JSC proposals, and make Fast Track proposals for new examples or changes to existing examples in *RDA*.
- Provide and maintain an Examples Guide for publication on the JSC public website to assist in the editing of contextual examples and serve as a "style sheet".

- Add further complete examples to illustrate the application of *RDA* to different resources and with alternative encoding schemes, in liaison with JSC groups and external experts.

Members of the JSC. Duties include the following:

- Prepare revision proposals and discussion papers on behalf of and in consultation with their constituencies.
- Prepare “rep” documents to explore topics before the proposal stage, or to handle a specific assignment from the JSC.
- Prepare responses to revision proposals and discussion papers from other constituencies.
- Prepare Fast Track proposals for minor changes and respond to the Fast Track proposals from other members.
- Attend the JSC meetings and teleconferences.
- Contribute to the review and signing-off on approved derivatives of *RDA* content (excluding translations).
- Consider other issues related to the development of *RDA*.
- Sponsor/present workshops, programs, etc., at meetings of library associations.
- Volunteer to represent the JSC at conferences, to act as liaisons to other bodies, and to prepare discussion papers on request.

2. Publication of *RDA*

RDA is published by ALA Digital Reference, an imprint of ALA Publishing, 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.

The principal manifestations of *RDA* content are *RDA* Toolkit (access www.rdatoolkit.org) and the *RDA* Registry (www.rdaregistry.info).

RDA Toolkit contains the primary text of *RDA* with an intended audience of library cataloguers and other creators of metadata for information resources. It also offers links to supplementary text, including constituency policies for using *RDA*, user-contributed material, and standards related to *RDA*.

The *RDA* Registry (<http://www.rdaregistry.info/>) contains linked data and Semantic Web representations of the elements and relationship designators approved by the JSC. The *RDA* Registry is based on the [Open Metadata Registry](#). It is maintained by the JSC and [Metadata Management Associates](#) in association with [ALA Digital Reference](#). The project can also be viewed on GitHub (<https://github.com/RDAREgistry/RDA-Vocabularies>).

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

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

- Formal proposals by JSC constituencies, JSC working groups, 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, email, and, when necessary, during teleconferences.
- Typographical errors and minor corrections are submitted to the JSC Secretary.
- Changes in examples are submitted by the JSC Examples Editor to the JSC Secretary.

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

RDA Toolkit is revised four times a year, on the second Tuesday of the month. 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. Changes resulting from processes other than formal proposals are recorded in 6JSC/Sec documents.

RDA Toolkit and the RDA Registry include translations that are arranged through ALA Digital Reference.

4. 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.

The Chair of the Committee of Principals usually attends the annual meeting of the JSC.

Others may attend the meeting as observers, by request to the JSC Chair, except for executive sessions that are closed to observers.

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 will be documented and posted on the public site.

5. Web sites

There are two JSC web sites. They will be replaced in mid-2015 by a single site with some areas restricted to JSC members.

- 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.

The current online authoring tool used to update the content of *RDA* was developed by Dakota Systems; it contains the files for the content of *RDA* Toolkit. The JSC Secretary makes the changes from proposals, Fast Track entries, and corrections; use of the tool will be extended to JSC members in due course. The BL representative and the CCC representative update the *RDA*/MARC bibliographic and authority mappings. Translation teams outside of JSC create and update the various translations.

ALA Publishing uses Trello (<https://trello.com/>) to post information about the Toolkit update schedule. The *RDA* Toolkit Technical Committee and the *RDA* Development Team (see section 5 below) use Trello for tasks of the two groups. Account IDs and passwords are supplied to JSC members as appropriate.

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, etc.

6. Policy and procedures documents posted on the public site

6JSC/Policy/1 – Statement of Policy and Procedures for JSC

- 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

6JSC/Policy/3 – Duty statement for the JSC Secretary

6JSC/Policy/4 – General terms of reference for JSC Working Groups

6JSC/Policy/5 – Proposal and discussion paper guidelines

- This document has guidelines for preparing an RDA revision proposal or discussion paper.
- It includes a sample of a proposal for a change in RDA.

The following documents are historic documents and are not being updated.

- 5JSC/RDA/Prospectus/Rev/7
- 5JSC/RDA/Scope/Rev/4
- 5JSC/RDA/Objectives and Principles/Rev/3

7. JSC groups

Groups operating at present are the following:

JSC Working Groups

- JSC RDA/ONIX Framework Working Group (6JSC/Chair/10)
- JSC Technical Working Group (6JSC/Chair/11)
- JSC Places Working Group (6JSC/Chair/12)
- JSC Music Working Group (6JSC/Chair/14)
- JSC Capitalization Working Group (6JSC/Chair/17)
- JSC Aggregates Working Group (6JSC/Chair/18)

- JSC Fictitious Entities Working Group (6JSC/Chair/19)
- JSC Relationship Designators Working Group (6JSC/Chair/20)

Liaising Groups

- EURIG (<http://www.slainte.org.uk/eurig/>)
- FRBR Review Group (<http://www.ifla.org/frbr-rg>)
- ISBD Review Group (<http://www.ifla.org/isbd-rg>)

Collaborative Groups

- DCMI Bibliographic Metadata Task Group (discussion list open to subscribers) (http://wiki.dublincore.org/index.php/Bibliographic_Metadata_Task_Group)

ALA Digital Reference groups

- ALA Digital Reference manages the RDA Toolkit Technical Committee (TTC) on behalf of the Committee of Principals to provide guidance on technical matters related to the publication of RDA in RDA Toolkit and the RDA Registry. The JSC Chair and JSC Secretary are ex-officio members of the committee. The TTC was restructured during 2014 to include representatives of the vendor/developer community in addition to members of Metadata Management Associates (MMA), The MARC of Quality (TMQ), and Dakota Systems.
- Within the TTC is a subgroup, known as the RDA Development Team, This group consists of the representatives from the JSC, MMA, TMQ, Dakota, and ALA Publishing; it is responsible for setting the agenda for TTC meetings and for acting on the outcomes of those meetings. The vendor/developer members are expected to provide constructive feedback to technical projects and respond to queries from the Development Team.

JSC members and other persons involved in the development of RDA

Name	Role	Email address
Gordon Dunsire	Chair of the JSC	JSCChair@rdatoolkit.org
Judy Kuhagen	Secretary, JSC	JSCSecretary@rdatoolkit.org
Kate James	JSC Examples Editor; and Back-up for Dave Reser	kjam@loc.gov
Ebe Kartus	ACOC representative to the JSC	kartus13@gmail.com
Catherine Argus	Back-up for Ebe Kartus	cargus@nla.gov.au
Kathy Glennan	ALA representative to the JSC	kglennan@umd.edu
John Attig	Back-up for Kathy Glennan	jxa16@psu.edu
Alan Danskin	BL representative to the JSC	alan.danskin@bl.uk
Thurstan Young	Back-up for Alan Danskin	thurstan.young@bl.uk

Bill Leonard	CCC representative to the JSC	william.leonard@bac-lac.gc.ca
Galen Jones	CILIP representative to the JSC	G.Jones@tsd.uwtsd.ac.uk
Christine Frodl	DNB representative to the JSC	c.frodl@dnb.de
Edith Röschlau	Back-up for Christine Frodl	E.Roeschlau@dnb.de
Dave Reser	LC representative to the JSC	dres@loc.gov
Simon Edwards	Chair of the Committee of Principals. Also involved in communications about JSC meetings, business arrangements, rewording process. Not involved in revision proposals.	Simon.Edwards@cilip.org.uk
James (Jamie) Hennelly	Managing Editor of RDA Toolkit, ALA Digital Reference. Responsible overall for editorial, product development, marketing, and customer service.	jhennelly@ala.org
Melissa Wood	Marketing and Sales Manager, ALA Publishing. Responsible for sales and licensing issues.	mwood@ala.org
Jennifer Carbon	Administrative Assistant, ALA Publishing. Responsible for customer inquiries about RDA and RDA Toolkit and management of subscriptions.	jcarbon@ala.org