

[Note from RSC Secretary: Reports are normally shared through the public minutes for the RSC meeting. The November 2017 meeting, however, was entirely in executive session, so no minutes are publicly released. The reports, then, are being shared here. No reports were requested from representatives, working group chairs or liaisons.]

2017 report of the RSC Chair

This report covers the period November 2016-October 2017.

Outreach and liaison activities

The RSC Chair made presentations on RDA and related topics to the following conferences and meetings:

- 17-18 Nov 2016: The Kiviathon, Kansalliskirjasto (National Library of Finland), Helsinki. Presentation on “RDA, linked data, and update on development”.
- 24-25 Apr 2017: LD4P/LD4L-Labs Community Input Meeting, Stanford University, Palo Alto, USA. Lightning presentation on “RDA and the IFLA Library Reference Model (LRM)”.
- 8-10 May 2017: EURIG Annual Meeting and Seminar 2017, Fiesole and Florence, Italy. Presentation on “RDA governance and strategy”. Presentation on “Aligning RDA with the LRM”. Presentation on “RDA and practical linked open data”.
- 16 May 2017: “Reconstructing RDA in the LRM: Aggregations, Appellations, and Authorities”, Chicago, USA. Presentation on “Appellations, authorities, and access”.
- 24-26 Jun 2017: American Library Association conference 2017, Chicago, Ill, USA. Presentation on “Appellations, authorities, and access plus” to CC:DA meeting. Presentation on “Extending RDA progress (briefly)” to the RSC “pop-up” meeting with special materials communities. Presentation on “RDA linked data vocabularies data management and use workflow” to RDA Linked Data Forum.
- 4 Aug 2017: Cataloguing and Indexing Group Scotland seminar, Edinburgh, Scotland. Presentation on “RDA update Edinburgh 2017”.
- 25 Aug 2017: Meeting on Impact of the IFLA LRM on ISBD, RDA, and Other Bibliographic Standards, Wroclaw, Poland. Presentation on “LRM-RDA”.

Links to presentations are available at <http://www.gordondunsire.com/presentations.htm>

The RSC Chair attended private meetings to discuss the impact of the 3R Project on cataloguing administration and management:

- 11 Jun 2017: British Library, Boston Spa, England
- 19 Jun 2017: BDS (Bibliographic Data Services), Dumfries, Scotland

The RSC Chair attended meetings of the following IFLA groups during the World Library and Information Congress 2017, Wroclaw, Poland (19-24 Aug 2017):

- FRBR Review Group (outgoing member, continuing as liaison for RSC)
- IFLA Cataloguing Section (member)
- ISBD Linked Data Study Group (member)
- ISBD Review Group (member)
- LIDATEC (member)
- Permanent UNIMARC Committee (consultant)

The RSC Chair participated in online meetings of:

- RDA Board
- RSC Aggregates Working Group

Administration and development activities

The RSC Chair participated in online meetings of:

- 3R Project core team
- 3R Project design team
- 3R Policy statements group
- RDA Development Team
- RDA Translations Working Group

The RSC Chair liaised with ALA Digital Reference and the RDA Development Team in the continuing development of the RDA content management infrastructure.

The RSC Chair liaised with ALA Digital Reference, the RDA Development Team, and the RSC Translations Working Group on developing the infrastructure for maintaining translations of RDA Reference. The RSC Chair acts as the primary contact for translations of RDA Reference in the OMR during the transition to the new structure of the RSC.

The RSC Chair chaired the working groups:

- RSC Places Working Group
- RSC Relationship Designators Working Group
- RSC Technical Working Group

Submitted by: Gordon Dunsire, Chair, RSC
Date: 2 October 2017

RDA Toolkit Update from ALA Publishing

Product Status

RDA Toolkit

For FY2017...

- Peaked at 2,881 active subscribers (up 1.5% from previous year and approx. 40 subscribers over FY2017 budget projections)
- 160 new subscribers and a renewal rate of 94%
- 9,337 users (up 14% from FY2016), with 3 users per subscription (same as last year)
- Revenues fell \$107,000 short of budgeted projections; however, the budget projections were based on bad information and unrealistic.
- RDA Toolkit managed a profit this year and will make royalty payments to the RDA Fund and to the Copyright Holders
- 1,376,627 sessions (up approx. 68K from FY2016)
- 3,588,248 million document page views (down 500K)
- 631,627 search page views (up 150K)
- 2.44 pages viewed per visit (down from 3.15)

RDA Toolkit Recent Releases

August 2017

- Update of German translation, bringing it up to date with April RDA Update
- Updates to LC-PCC PS, NLA PS, MLA BP, KBSP, and D-A-CH AWRs
- German Glossary synched with Registry

October 2017

- Update of Catalan translation, bringing it up to date with April RDA Update
- Updates to D-A-CH AWRs
- Catalan Glossary synched with Registry

RDA Toolkit Future Releases

December 2017

- Update of French and Finnish translations
- Updates to Finnish and French-language policy statements
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January 2018?

- Addition of Norwegian translation

RDA Print: 2018 Revision and RDA Essentials

- We do not anticipate issuing new print versions until after the LRM-related changes have been implemented (August 2018)

Development Plans

New and Proposed Content

- Work continues on DCRM for RDA. RMBS expects the policy statements to be ready for Toolkit publication following the completion of the 3R project
- Policy Statements from the Danish National Library will be added to the Toolkit after the completion of the 3R project.
- An agreement has been reached with the National Library of Hungary for a Hungarian translation of RDA that will appear in the Toolkit following the completion of the 3R project.
- An agreement with Biblioteca Alexandrina on an Arabic translation for the Toolkit is nearing completion.

Toolkit and CMS Development

- See documents on 3R for full details on this subject.
- We have progressed significantly on the synchronization project. As stated above the glossary synch process has been extended to the updated German and Catalan translations. The synch process also includes pulling in the vocabulary lists from the Registry.
- A new translation software (Trados) was implemented this spring. This change should eliminate the inefficiencies and bugginess that has plagued the translation process throughout the toolkit's history. Translation of the 3R changes to the RDA text will be done using Trados, and, while the process will have its bumps, it should lead to a much smoother translation process post-3R.
- A new CMS has been installed and is being tested by the RSC core team. It uses a HTML-based version of oXygen editor, which should relieve accessibility and loading issues associated with the old Java-based version of the editor.

RDA Registry

Registry development work has focused on improving editing tools for both the RSC and translators of RDA Reference. Improved site navigation and simplified input sheets are nearly ready. We are also looking to add more metadata to the registry that will enrich Toolkit content and allow for a variety of display options.

RDA Development Team

In the recent months the Dev Team has...

- Participated in 3R project development which has limited the time for unrelated work
- Supported further RIMMF development, including application for an IMLS grant to fund further development of the software

2017 report of the RSC Secretary

Judy Kuhagen was RSC Secretary until April 20, 2017, when Secretary-Elect Linda Barnhart took on that role. Judy Kuhagen then became 3R Editor until August 29, 2017. Activities below were done by both unless otherwise noted.

Contributions to the 3R Project:

- Participated in weekly core team calls about process and content
- Prepared agendas for calls (Linda)
- Drafted updates to RSC+ to communicate decisions and activities
- Participated in calls with developers to ask questions and provide feedback
- Prepared draft chunks for review
- Learning DITA and assisting with determining RDA markup best practices (Linda)
- Assisting with devising efficient workflows for instruction approval and markup
- Tracking OMR and instruction fixes needed in new Toolkit
- Assisting with providing sample content for developers
- Prepared analysis and briefing papers on transcription rules, changes over time, manifestation statements, name of person, identifiers, and other topics (Judy)

After the November 2016 meeting in Frankfurt:

- Prepared 15 Sec final drafts of approved proposals
- Posted Sec final documents on RSC website
- Updated the Action Items document
- Sent regular reminders to RSC+ of weekly deadlines
- Prepared public and restricted versions of meeting minutes
- Assisted Chair with preparation of meeting outcomes
- Prepared article for IFLA Metadata Newsletter based on meeting outcomes

To update the RDA content via February, April, and August releases of RDA Toolkit:

- Coordinated the Fast Track log process (Linda)
- Collected corrections from RSC+, translators, and Toolkit users (Linda)
- Received example revisions from the RDA Examples Editor (Linda)
- Identified changes needed for editorial consistency
- Made changes to 33 instructions/examples resulting from approved Fast Track and Fast Track Plus (not including corrections or changes for editorial consistency)
- For the February release, completed five editorial projects to prepare Toolkit for the 3R Project (replaced Person/Family/Corporate Body with Agent; deleted or replaced initial articles within element names, etc.)
- For the April release, prepared the changes from the 15 Sec final versions of approved proposals and prepared Toolkit to utilize RDA Reference data in vocabulary lists
- With RSC volunteers, proofread changes on the stage site and in the PDFs from that site
- Updated the Element Analysis Table after the April release of RDA Toolkit (Judy)
- Provided OMR data to developer for releases

Assisted in planning the 2017 Chicago and Madrid meetings:

- Planned meeting logistics in collaboration with local hosts and RSC+
- Assisted Chair in developing the agenda
- Assisted Chair with preparation of briefing papers and proposals (Judy)
- Assisted in planning the May outreach event (Linda)
- Assisted in planning the October outreach and translation meetings (Linda)

After the May 2017 meeting in Chicago:

- At the outreach meeting, presented on the current status of Toolkit content (Judy)
- Prepared the restricted version of meeting minutes
- Assisted Chair with preparation of meeting outcomes
- Prepared article for IFLA Metadata Newsletter based on meeting outcomes
- Updated both Action Items documents for RSC members and for core team
- Added and maintained an Action Items list on the 3R Project wiki

As a member of the core team:

- Monitored email communications with the Translations Working Group
- Learned the basics of the Trados software sufficient to understand processes and capabilities (Linda)
- Participated in conference calls with the RDA Development Team
- Participated in the selection process for the Translations Team Liaison Officer
- Reviewed drafts of grants proposals for further RIMMF development
- Assisted in planning an RSC-sponsored outreach event at IFLA WLIC
- Provided assistance to ALA staff for national survey requested by RDA Board
- Drafted updates to policy documents
- Assisted Chair with updating Working Group membership and tasks for 2017

To communicate with cataloguing communities:

- Posted documents (proposals, discussion papers, responses to documents, policy documents, etc.) on RSC website
- Drafted and posted announcements on RSC website
- Sent email messages about postings to specific lists
- Assisted the Director, ALA Digital Reference with managing email lists
- Added a new Presentations area to the RSC website and updated the RSC members page (including historical information) and the FAQ
- Consulted regularly with Secretary-Elect to share information, answer questions and revise work (Judy)

At ALA Midwinter and ALA Annual meetings:

- Assisted in arranging, and moderated a “pop-up” meeting for specialist communities in June 2017 (Judy)
- Presented on the current status of Toolkit content at CC:DA meetings (Judy)

Submitted by Linda Barnhart
Secretary, RDA Steering Committee
25 September 2017

2017 Report of the RDA Examples Editor

Contributions to the 3R Project:

- Participated in weekly core team calls about process and content
- Participated in calls with developers to ask questions and provide feedback
- Attended meeting before ALA Annual with members of the RDA Development Team, Dakota, and GVPi to discuss workflow and technical issues
- Attended session on DITA with Dakota before ALA Annual
- Prepared examples for draft chunks for review
- Prepared examples for RSC Chair on types of description and manifestation statements
- Completed online courses Introduction to DITA, The DITA Concept Topic Type, Introduction to Reuse in DITA, and Using DITA Maps and Bookmarks
- Assisting with determining best markup practices for RDA with DITA
- Assisting with devising efficient workflows for instruction approval and markup
- Designing new types of examples for Toolkit and creating DITA templates for examples in CMS

After the November 2016 meeting in Frankfurt:

- Prepared examples for 10 Sec final drafts of approved proposals
- Provided proofreading comments for Sec final drafts of approved proposals

To update the RDA content via February and April releases of RDA Toolkit:

- For the February release, provided examples changes for chapters 1, 2, 6, and 27
- For the April release, provided examples changes for chapters 3, 6, 11, 19, and 20
- For both releases, proofread changes on the stage site and in the PDFs from that site

For the May 2017 meeting in Chicago:

- Attended meeting with GVPi, and Design for Context
- Prepared mock-ups of new examples formats to discuss with RSC

Many individuals helped with the creation and revision of examples for RDA. In particular, Damian Iseminger, chair of the RSC Music Working Group, Kathy Glennan, ALA Representative, and Dave Reser, LC Representative provided valuable suggestions throughout the year.

Submitted by Kate James
RDA Examples Editor, RDA Steering Committee
28 September 2017