

Title

RDA Examples Editor

Description of role

The RDA Examples Editor has primary responsibility for providing consistent, accurate, and relevant examples in the English language text of RDA.

Qualifications

Required:

- Knowledge of RDA content (Original and Official) and basic familiarity with the Official RDA Toolkit
- Knowledge of the practical interpretation and application of RDA
- Comfort with bibliographic description for multiple formats (e.g., books, manuscripts, maps, etc.)
- Experience in providing examples for cataloging documentation or training
- Experience with XML and XML editors
- Familiarity with the IFLA Library Reference Model
- Fluency in English and bibliographic knowledge of some other languages, ideally including a non-Latin script language
- Good communication skills.

Specific responsibilities

- Serve as Chair of the [Examples Working Group](#)
- Maintain examples in RDA for existing instructions
- Identify and implement changes to examples resulting from changes to the RDA text
- Identify new contextual examples for inclusion in RDA in conjunction with approved RSC proposals and in existing RDA text, as needed
- Edit complete examples to illustrate the application of RDA to different resources and with alternative encoding schemes, in liaison with RSC groups and external experts
- Coordinate with external experts for the translation, transcription, localization, and contextualization of RDA examples
- Maintain the RDA Examples Guide to assist in the editing of contextual examples and serve as a "style sheet"
- Liaise with the RDA Development Team on the use of examples in documentation, in the CMS, and in RDA applications
- Serve as an ex officio member of the [RDA Translations Working Group](#), consulting with translators as needed on example choices and markup.
- Submit to the RSC a brief annual report of activities and the status of tasks
- Present the output of activity to the RSC at its meetings

RSC voting member responsibilities

- Attend RSC meetings (both in person and virtually)
- Actively contribute to RSC discussions, sharing their RDA expertise
- Report on their activities to the committee
- Consider other issues related to the development of RDA
- Sponsor/present workshops, programs, etc. at professional meetings (e.g., library associations)
- Volunteer to represent the RSC at conferences, act as liaisons to other bodies, and prepare discussion papers upon request
- Provide feedback/responses to proposals, discussion papers, and fast track changes
- Cast a free vote based on their expertise and on issues raised during discussion, rather than necessarily reflecting the views of their groups
- Contribute to the review and signing-off of approved derivatives of RDA content (excluding translations).

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| Title | RDA Examples Editor |
| Personal information | |
| Name | |
| Job Title | |
| Organisation | |
| Telephone Number | |
| Email address | |
| Year you began using RDA | |
| Institutional support¹ | |
| <p>By nominating this member of staff to the RDA Steering Committee (RSC), we confirm that we are willing to support them undertaking RSC work and activities, including technological infrastructure and support for the representative to participate online.</p> <p>We acknowledge that the RDA Fund will cover travel, accommodation and subsistence costs for RSC meetings, and that ALA Digital Reference will provide access to online collaborative tools for the online meetings.</p> | |
| Name of Nominator / Position ² | |
| Electronic Signature of Nominator | |
| Candidate's supporting statement | |
| <p>Please provide a detailed statement, referencing the qualifications and specific tasks, to demonstrate your skills and abilities as RDA Examples Editor on the RDA Steering Committee.</p> | |
| Submission instructions | |
| <p>Email your completed form to rscchair@rdatoolkit.org by 11 October 2023.</p> | |

¹ Independent consultants/those working for themselves do not need to complete this section as it is assumed they understand the time and technology commitments and are responsible for managing these themselves.

² Nominator should be a senior manager in the institution.