

**To:** Joint Steering Committee for Revision of AACR

**From:** Sally Strutt, Chair, JSC

**Subject: RDA Examples Group: Terms of Reference**

### **Background**

JSC decided at its October 2004 meeting that all the examples which currently illustrate rules in AACR2 should be reviewed and reassessed for publication in the new code (RDA : Resource Description and Access). Existing examples should be reviewed for currency, appropriateness, relevance, necessity and accuracy. New examples may be required in some cases. JSC decided to establish a working group to undertake this work on its behalf.

Some proposals on removing examples have already been made by the Consistency Task Force and the Editor of RDA. The Editor has suggested that there should be an example to illustrate each aspect of the rule and that for general rules there should be a mix of examples for content and media.

### **Charge**

- The Group is charged to recommend principles for the inclusion of examples in RDA.
- The RDA Examples Group will review all examples in AACR and make the following assessments:
  - Is each existing example necessary?
  - Is it up-to-date and the best illustration of the rule to which it pertains?
  - Would it be a better illustration of a different rule than that with which it is currently associated?
  - Are additional examples required?
- The Group is asked to undertake this review for the whole of RDA and make recommendations on the examples to be included in all parts of RDA.
- The Examples Group should consider any decisions on examples that have already been made by the Editor or the Consistency Task Force, and should also note where the Editor has already indicated that a new example is required.
- The ALA Task Force on Rules for Technical Description of Digital Media will be reviewing some of the digital resources examples in part I. The Group is asked to consult with the ALA Task Force on these examples.
- Any new examples will require literary warrant wherever possible. Any updated examples will need to be checked and verified.
- Working text: The Group should use drafts of parts of RDA as they become available for consultation from the Editor, as well as consulting AACR2. The

Group will be provided with drafts on which to work. It should be noted that the text will be subject to change whilst the Group is working on it; this will require flexibility and tolerance from the Group.

- Membership: The Group should comprise members drawn from JSC constituencies and other appropriate bodies.
- Chair: Denise Lim (Library and Archives Canada)
- Timeline: The Group should make interim reports to JSC meetings in accordance with the timescale for drafting parts I, II and III of RDA.