

To: Joint Steering Committee for Revision of AACR

From: Deirdre Kiorgaard, Chair, JSC

Subject: **RDA Examples Groups: 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.

At the April 2006 meeting it was decided that two working groups would need to be assigned to this task: one group to review the examples for Part A, Chapters 1-5, and a second group to review those for Part A, Chapters 6-7 and Part B.

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 instruction and that for general instructions there should be a mix of examples for content and media. A statement will be added to the relevant RDA general instruction reaffirming that the examples are illustrative and not prescriptive.

Charge

- The Groups are charged to recommend principles for the inclusion of examples in RDA.
- The RDA Examples Groups 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 RDA instruction to which it pertains?
 - Would it be a better illustration of a different RDA instruction than that with which it is currently associated?
 - Are additional examples required?
- The Groups are asked to undertake this review for the whole of RDA and provide new, revised or existing examples to be included as needed for each instruction in all parts of RDA.
- The Examples Groups should consider any decisions on examples that have already been made by the Editor or the Consistency Task Force, and should provide an example where the Editor has already indicated that a new example is required.

- The following preliminary decisions about the format of examples were made at the April 2006 JSC meeting:
 - Terminal punctuation is not to be used for any example, i.e., no distinction to be made between a note and an access point.
 - Non-English language examples using different scripts, etc., should be given only if they are necessary to illustrate an instruction.
 - Whenever the instructions do not require information to be given in a specific form, different forms may be used in the examples, e.g., 1,000 vs. 1000 in extent to illustrate that there is not just one way of recording the numbers.
 - When a see reference is made to another instruction, examples illustrating the see reference are not given.
 - Use of abbreviations: Subject to the guidelines developed by the Working Group on the Appendices: Data elements that are to be transcribed should not include abbreviations; elements that are to be recorded can use abbreviations; explanatory notes should not use abbreviations. The Group will provide advice on whether examples of notes should include both abbreviations and words spelled out in full.
- The ALA Task Force on Rules for Technical Description of Digital Media will be reviewing some of the digital resources examples in part A. The Groups are asked to consult with the ALA Task Force on these examples.
- New examples with literary warrant are preferred wherever possible. Any updated examples will need to be checked and verified.
- Working text: The Groups should use drafts of parts of RDA as they become available for consultation from the Editor, as well as consulting AACR2. The Groups will be provided with drafts on which to work. It should be noted that the text will be subject to change whilst the Groups are working on it; this will require flexibility and tolerance from the Groups.
- Membership: The Groups should comprise members drawn from JSC constituencies and other appropriate bodies.
- Chair for Part A, Chapters 1-5: Denise Lim (Library and Archives Canada)
- Chair for Part A, Chapters 6-7 and Part B: Adam L. Schiff (University of Washington Libraries)
- Timeline: The Groups should make interim reports to JSC meetings in accordance with the timescale for drafting the parts of RDA.