

TO: Joint Steering Committee for Revision of AACR

FROM: Deirdre Kiorgaard, Chair, JSC

SUBJECT: RDA Appendices Group: Terms of Reference and Membership

Related documents:

5JSC/RDA/Prospectus/Rev/2

5JSC/RDA/Part I and responses

5JSC/RDA/Part A/Chapters 6-7 and responses

5JSC/RDA/Part B and responses (to be issued)

5JSC/CILIP/1

5JSC/CILIP/1/ACOC response

5JSC/CILIP/1/ALA response

5JSC/CILIP/1/BL response

5JSC/CILIP/1/CCC response

5JSC/CILIP/1/LC response

5JSC/LC/7 Breton initial articles (AACR2 E.1A)

5JSC/ACOC/2 Initial articles in Maori & Pacific Island languages (to be issued)

Background

The RDA *Prospectus* <http://www.collectionscanada.ca/jsc/rdaprospectus.html> identifies five appendices that are expected to be included in the final text. At its meetings in April and October 2005, JSC discussed the role of the proposed RDA Appendices and considered ways in which their content should be developed or reviewed (as appropriate). At the April 2006 meeting, the JSC decided to establish a working group to undertake this work on its behalf.

Charge

The Group is charged with responsibility for the preparation of the following RDA appendices:

Appendix A. Capitalization

Appendix B. Abbreviations

Appendix C. Initial articles

Note: Two appendices will be the responsibility of the JSC and Editor. They are: Appendix D. Presentation of descriptive data, and Appendix E. Presentation of access point control data.

The Group will review the existing AACR2 appendices, the drafts of RDA and the other related documents referred to above, and suggest revisions, deletions and additions to the content of the appendices where needed.

When developing Appendix B. Abbreviations, the Group should consult 5JSC/CILIP/1 <http://www.collectionscanada.ca/jsc/working2.html#cilip-1> and the minutes from the April 2006 JSC meeting. At that meeting the JSC made a preliminary decision (subject to the advice of this Group) that abbreviations would not be used in transcribed elements or the extent, but that they might be used in elements that are recorded.

If any of the changes recommended by the Group will affect access points, they will provide a strong justification for the recommended change to practice.

The Group will consider whether any information provided in the appendices would be more appropriately expressed as instructions in the body of the text, and make recommendations accordingly to JSC.

The Group will consider the style, layout and structure of the appendices, and aim for clarity and ease of use. In doing so, they will take into account the format(s) in which RDA will be published.

The Group will cross-check that the appendices provide all of the information necessary to support references to them from the body of the main text of RDA.

Appendices and drafts of RDA

The Group will use drafts of parts of RDA as they become available, as well as referring to AACR2 when appropriate. The Group will be provided with drafts at the earliest opportunity.

It is envisaged that work on the appendices will be undertaken in parallel with work on the two parts of RDA. As the text of RDA will be subject to change while the Group is undertaking its work, it is anticipated that flexibility and tolerance will be needed.

The JSC Chair and the Editor will liaise closely with the chair of the Appendices Group to prevent conflict between the work of the Group and any work being undertaken by the JSC or the Editor.

Membership

The Group will comprise members drawn from JSC constituencies and other appropriate bodies.

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Timeline

The Group is asked to provide an initial progress report by 18 September 2006. This report should detail any issues identified by the Group which might prevent the charge being carried out effectively.

The JSC will set subsequent timelines at the October 2006 meeting.