

**To:** Joint Steering Committee for Development of RDA

**From:** Barbara Tillett, Chair, JSC

**Subject: RDA Music Joint Working Group: Terms of Reference**

The JSC established the RDA Music Joint Working Group in September 2012, and the following are the terms of reference for the record. It is hoped this group will also serve the JSC to vet music-related recommendations and proposals coming from beyond the JSC constituencies and the membership may expand in the future to other JSC constituencies as expertise is identified.

## **RDA Music Joint Working Group Terms of Reference**

**Goal:** To reach consensus among the North American music constituencies for more principle-based, internationally applicable instructions, so there is agreement before proposals are presented to the Joint Steering Committee. The RDA Music Joint Working Group will be under the auspices of the Joint Steering Committee and will present proposals representing the consensus of the three North American constituencies.

### Role

- The role of the RDA Music Joint Working Group will be identifying music-related RDA proposals, assigning proposals to constituencies, collecting and reviewing completed proposals, and submitting proposals on behalf of the North American music community to the JSC.

### Membership

- One or more music cataloging specialists from each of the three North American music constituencies (CAML – Canadian Association of Music Libraries, LC – Library of Congress, MLA – Music Library Association).

### Tasks

- Identify music-related RDA proposals needing to be written. Use the existing RDA music issues table (46 issues) that started in February 2012 as a point of departure. New proposals must be identified at least 6 months before the JSC proposal deadline, to allow sufficient time for proposal development and review.
- The RDA Music Joint Working Group members will volunteer on behalf of their constituency to develop specific proposals.
- RDA Music Joint Working Group members will bring completed proposals back to the working group after checking agreement within their constituency. This must be done with enough time to allow for the working group review before the JSC proposal submission deadline.
- The RDA Music Joint Working Group will review and come to a consensus on each proposal, consulting their constituencies (CAML, LC, and MLA) as

needed. This consensus will reflect the collective opinion of the three North American music constituencies.

- All three constituencies will follow these procedures for music proposals.
- The RDA Music Joint Working Group will submit the proposals directly to the JSC Chair.
- The JSC constituencies will have opportunity to comment on the proposals (5.2, Statement of policy and procedures for JSC, 13 December 2007).
- Music-related issues for which proposals are deemed unnecessary may be designated in the RDA issues table as “best practice” or local decision issues. For procedural consistency, "best practices" should also be agreed upon by all the music community members, and documented in the RDA Toolkit, possibly as LC-PCC Policy Statements or other methods, as appropriate.