To: Joint Steering Committee for Development of RDA

From: Gordon Dunsire, Chair, JSC

Subject: Information for new JSC representatives

This document presents information about the JSC and its activities, JSC policies, and the publication of *RDA: Resource Description and Access*. It also includes links to web sites and other documents. It will be updated as that information changes.

1. Who does what?

Overall governance information about the Committee of Principals, Co-Publishers, and the Trust Fund is available on the AACR website: http://www.aacr2.org/index.html. That information will be updated and moved to another site in due course.

The list of current JSC members and other persons involved in the development of *RDA* is given at the end of this document.

Chair of the JSC. Duties include the following:

- Organize and chair JSC meetings (develop agenda, run meeting, review minutes) and teleconferences with the Secretary for the JSC.
- Act as JSC liaison with the Committee of Principals and the Co-Publishers.
- Act as JSC liaison with other non-JSC individuals and groups as required.
- Oversee activities related to outreach.
- Oversee development of project, communication, and strategic plans as appropriate.
- Establish and monitor JSC working groups.
- Prepare the JSC annual report.

Secretary for the JSC. Duties include the following (also see 6JSC/Policy/3):

- Act as webmaster for the JSC public and private web sites.
- Prepare minutes of JSC meetings and teleconferences.
- Prepare final versions of approved revision proposals.
- Input changes in the *RDA* content in the online authoring tool.

RDA Examples Editor. Duties include the following:

- Identify new contextual examples for inclusion in *RDA* in conjunction with approved JSC proposals, and make Fast Track proposals for new examples or changes to existing examples in *RDA*.
- Provide an Examples Guide for publication on the JSC public website to assist in the editing of contextual examples and serve as a "style sheet".

- Add further complete examples to illustrate the application of *RDA* to different resources and with alternative encoding schemes, in liaison with JSC groups and external experts.

Members of the JSC. Duties include the following:

- Prepare revision proposals and discussion papers on behalf of and in consultation with their constituencies.
- Prepare "rep" documents to explore topics before the proposal stage, or to handle a specific assignment from the JSC.
- Prepare responses to revision proposals and discussion papers from other constituencies.
- Attend the JSC meetings and teleconferences.
- Consider other issues related to the development of *RDA*.
- Volunteer to represent the JSC at conferences, to act as liaisons to other bodies, and to prepare discussion papers on request.

2. Publication of *RDA*

RDA is published by ALA Digital Reference, an imprint of ALA Publishing, on behalf of the Co-Publishers for RDA. See the list at the end of this document for names and responsibilities of people in ALA Digital Reference.

The principal manifestations of *RDA* content are RDA Toolkit (access.www.rdatoolkit.org) and the RDA Registry (www.rdaregistry.info).

RDA Toolkit contains the primary text of *RDA* with an intended audience of library cataloguers and other creators of metadata for information resources. It also offers links to supplementary text, including constituency policies for using *RDA*, user-contributed material, and standards related to *RDA*.

The RDA Registry contains representations of the RDA Element set (http://www.rda-jsc.org/docs/5rda-elementanalysisrev3.pdf) and value vocabularies in Resource Description Framework (RDF) for the use of developers of linked data and Semantic Web applications using *RDA* metadata. The RDF vocabularies are maintained using the Open Metadata Registry; the value vocabularies are using a previous *RDA* namespace (http://rdvocab.info). Interaction with the user community is managed using GitHub (https://github.com/RDARegistry/RDA-Vocabularies)

3. Revision, updating, and translations of *RDA*

Changes to the content of *RDA* are submitted via three processes (see 6JSC/Policy/1 for more information):

- Formal proposals by JSC constituencies and other groups with whom JSC has a relationship (e.g., ISBD, ISSN, and EURIG communities); written responses to the proposals are submitted. The proposals and responses are discussed at JSC meetings or during teleconferences. Deadlines for proposals and responses are announced by the Chair of JSC.
- Fast Track proposals for minor changes are submitted on an ongoing basis by JSC representatives. They are discussed via comments on GoogleDocs/Drive, via email, and, when necessary, during teleconferences.
- Typographical errors and minor corrections are submitted to the JSC Secretary.

The content of *RDA* is revised via an online authoring tool for incorporation into RDA Toolkit. Changes are usually input by the JSC Secretary.

RDA Toolkit is revised four times a year, on the second Tuesday of the month. An "update" occurs when the changes in content are the result of formal proposals; the revision history is available via an icon at the revised instructions and a summary is available at the bottom of the RDA tab in RDA Toolkit. Other content changes and enhancements to RDA Toolkit functionality (such as searching, display, integration with other related products, user profiles, etc.) will occur not more frequently than quarterly for 2014. Changes resulting from processes other than formal proposals are recorded in 6JSC/Sec documents.

RDA Toolkit and the RDA Registry include translations that are arranged through ALA Digital Reference.

4. Meetings of the JSC

The JSC usually meets in person once a year. The location and dates of the meeting are arranged with the Chair of the Trust Fund. Notification of the location is made six months before the meeting; the dates are announced two to three months before the meeting. Travel and hotel arrangements can be made through an American Library Association travel agent. A draft agenda is distributed by the JSC Chair four to six weeks before the meeting.

The Chair of the Committee of Principals usually attends the annual meeting of the JSC.

Others may attend the meeting as observers, by request to the JSC Chair, except for executive sessions that are closed to observers.

The JSC Secretary prepares the minutes of the meeting; they are reviewed by the JSC Chair and then by the JSC members. There are two versions: the public version posted on the public web site and a restricted version, containing minutes of executive sessions, sent to the JSC and posted on the private web site.

The JSC may also meet via teleconference to discuss specific topics. The JSC Secretary prepares minutes of the teleconferences, sends them to the JSC members, and posts them

on the Workspace. Any decisions made during the teleconferences about wording of *RDA* instructions would be documented and posted on the public site.

5. Web sites

There are two JSC web sites. Both are in the process of being updated.

- JSC public web site = http://www.rda-jsc.org
- JSC private web site = http://www.rda-jsc.org/workspace (sometimes called the "Workspace" with a password sent separately to JSC members)

Listed here are the main categories of current documents posted on the two JSC sites:

- public web site: announcements, pdfs of proposals and responses, Chair and Secretary documents, meeting agendas and minutes, policy documents.
- private web site: confidential and restricted documents, Word versions of proposals and discussion papers, JSC's comments on reworded chapters, pdfs of *RDA* content from each release, emails explaining Fast Track entries. An archive of RDA drafts and Editor documents is also available there.

The publishers' web site (http://www.rdatoolkit.org) gives information about pricing, RDA Toolkit development, training, subscriptions and renewals, updates and releases of RDA Toolkit, translations, etc. There is a blog, and links for sessions of the Virtual Users Group.

RDA Toolkit (http://access.rdatoolkit.org/) is available free of charge to JSC members. The Toolkit staging site (http://stage.rdatoolkit.org) shows the changes of an update/release before it is issued. Account IDs and passwords are supplied for both sites.

SmartSheet (http://www.smartsheet.com) is the current online authoring tool used to update the content of *RDA*; it contains the files for the content of RDA Toolkit. The JSC Secretary makes the changes from proposals, Fast Track entries, and corrections; use of the tool will be extended to JSC members in due course.

The JSC uses Google Docs/Drive (https://www.google.com/a/rdatoolkit.org) for various tasks: to record availability of members on the JSC calendar, to post and make comments on Fast Track entries, to collaborate on definitions for vocabularies. National libraries represented in the JSC are posting information about *RDA* implementation plans and decisions.

6. Policy and procedures documents

6JSC/Policy/1 – Statement of Policy and Procedures for JSC – is posted on the public JSC site.

- This document is the major statement on JSC's relationship with its constituencies.
- Key topics are: source and format of revision proposals; document numbering; the approval and publication process; other information on JSC documents and their distribution; the relationship with the Committee of Principals; *RDA* translations; the JSC websites.

6JSC/Policy/2 – JSC Meetings – is posted on the public JSC site.

- Detailed information on JSC meetings

The JSC will be considering how to update the following documents, all posted on the public JSC site:

- 5JSC/RDA/Prospectus/Rev/7
- 5JSC/RDA/Scope/Rev/4
- 5JSC/RDA/Objectives and Principles/Rev/3

7. JSC groups

Groups operating at present are the following:

JSC Working Groups

- JSC RDA/ONIX Framework Working Group (6JSC/Chair/10)
- JSC Technical Working Group (6JSC/Chair/11)
- JSC Places Working Group (6JSC/Chair/12)
- JSC Music Working Group (6JSC/Chair/14)

Liaising Groups

- FRBR Review Group (http://www.ifla.org/frbr-rg)
- ISBD Review Group (http://www.ifla.org/isbd-rg)

Collaborative Groups

- DCMI Bibliographic Metadata Task Group (discussion list open to subscribers) (http://wiki.dublincore.org/index.php/Bibliographic_Metadata_Task_Group)

ALA Digital Reference manages the RDA Toolkit Technical Committee on behalf of the Committee of Principals to provide guidance on technical matters related to the publication of RDA in RDA Toolkit and the RDA Registry. The JSC Chair and JSC Secretary are ex-officio members of the committee.

JSC members and other persons involved in the development of RDA

Name	Role	Email address
Gordon Dunsire	Chair of the JSC	JSCChair@rdatoolkit.org
Judy Kuhagen	JSC Secretary	JSCSecretary@rdatoolkit.org
Kate James	RDA Examples Editor; and Back-up for Dave Reser	kjam@loc.gov
Ebe Kartus	ACOC representative to the JSC	kartus13@gmail.com
Catherine Argus	Back-up for Ebe Kartus	cargus@nla.gov.au
Kathy Glennan	ALA representative to the JSC	kglennan@umd.edu
John Attig	Back-up for Kathy Glennan	jxa16@psu.edu
Alan Danskin	BL representative to the JSC	alan.danskin@bl.uk
Thurstan Young	Back-up for Alan Danskin	thurstan.young@bl.uk
Bill Leonard	CCC representative to the JSC	william.leonard@bac-lac.gc.ca
Galen Jones	CILIP representative to the JSC	galen.jones@llgc.org.uk
Christine Frodl	DNB representative to the JSC	c.frodl@dnb.de
Edith Röschlau	Back-up for Christine Frodl	E.Roeschlau@dnb.de
Dave Reser	LC representative to the JSC	dres@loc.gov
Simon Edwards	Chair of the Committee of Principals. Also involved in communications about JSC meetings, business arrangements, rewording process. Not involved in revision proposals.	Simon.Edwards@cilip.org.uk
James (Jamie) Hennelly	Managing Editor of RDA Toolkit, ALA Digital Reference. Responsible overall for editorial, product development, marketing, and customer service.	jhennelly@ala.org
Melissa Wood	Marketing and Sales Manager, ALA Publishing. Responsible for sales and licensing issues.	mwood@ala.org
Jennifer Carbon	Administrative Assistant, ALA Publishing. Responsible for customer inquiries about RDA and RDA Toolkit and management of subscriptions.	jcarbon@ala.org