

RDA and British Library
Policy Statements Development
Report to EURIG Meeting,
4th May, 2021

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Overview

British Library Policy Statements (BLPS) Development :

- Background
- Progress

What are policy statements?

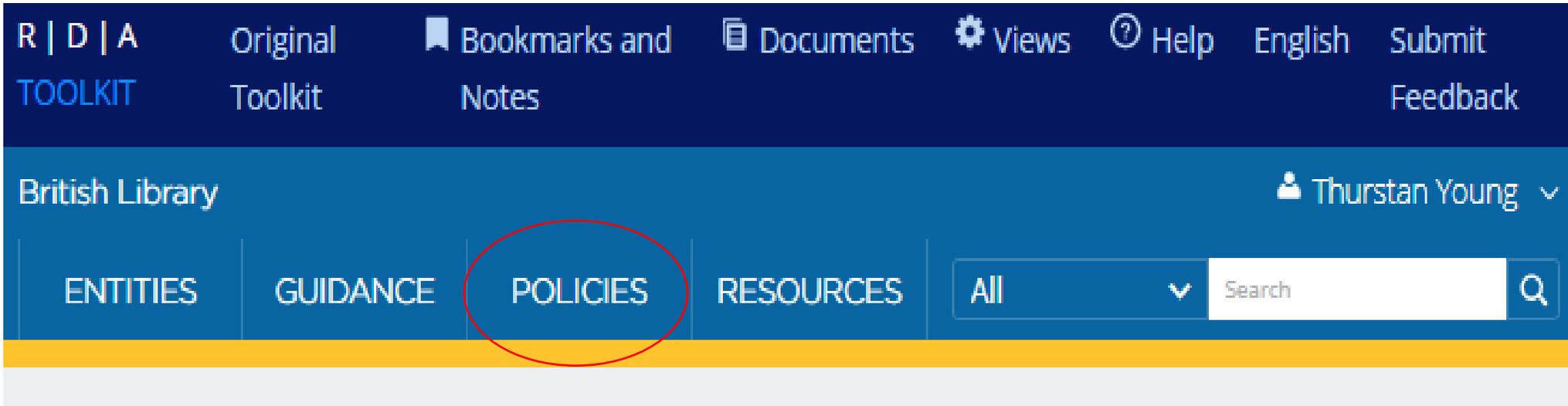
- User generated documentation which guides the local application of RDA Toolkit instructions.
- Local applications include :
 - National Libraries
 - Cataloguing cooperatives
 - Specialist cataloguing communities

Why are policy statements necessary?

- To specify which RDA instructions should be :
 - Applied
 - Not applied
 - Applied selectively
- To supplement other user generated documentation :
 - Application profiles
 - Workflows
 - Detailed policy

Where are they located in the Toolkit?

Welcome page menu :



The screenshot shows the top navigation bar of the British Library Toolkit. The bar is dark blue with white text. On the left, it says 'R | D | A TOOLKIT'. In the center, there are icons and labels for 'Original Toolkit', 'Bookmarks and Notes', 'Documents', 'Views', 'Help', 'English', and 'Submit Feedback'. Below this, the 'British Library' logo is on the left and a user profile 'Thurstan Young' with a dropdown arrow is on the right. A horizontal menu contains five items: 'ENTITIES', 'GUIDANCE', 'POLICIES', and 'RESOURCES'. The 'POLICIES' item is circled in red. To the right of these items is a search box with a dropdown menu set to 'All' and a search button with a magnifying glass icon.

Where are they located in the Toolkit?

British Library policy statements menu :

R | D | A
TOOLKIT

Original
Toolkit

Bookmarks and
Notes

Documents

Views

Help

English

Submit
Feedback

British Library

Thurstan Young

ENTITIES

GUIDANCE

POLICIES

RESOURCES

All

Search

Policies

British Library Policy Statements

- [BLPS for RDA Entities and Elements](#)
- [BLPS for RDA Guidance](#)
- [BLPS for RDA Community Resources](#)

Where are they located in the Toolkit?

British Library policy statements entities menu :

Policies

BLPS Entities

Click on the active links to browse British Library Policy Statements by entity. A grayed out link means that there are no policy statements for that entity.

- RDA entity
- **Work**
- **Expression**
- **Manifestation**
- **Item**
- Agent
- Person
- Collective agent
- Corporate body
- Family
- Nomen
- Place
- Timespan

Where are they located in the Toolkit?

British Library policy statements work entity menu :

The screenshot shows the 'Policies' menu in the British Library Toolkit. The menu items are: 'British Library policy statements for Work', 'Prerecording', 'Minimum description', 'Effective description', 'Entity boundary', 'Recording', 'Recording an unstructured description', 'Recording a structured description', and 'Recording an Identifier'. Below the menu is a section for 'elements' with radio buttons for 'All', 'Attribute Elements', and a dropdown menu. A search bar labeled 'Find Element' is present, and the search results show 'access point for work'.

Policies

British Library policy statements for Work

Prerecording

Minimum description

Effective description

Entity boundary

Recording

Recording an unstructured description

Recording a structured description

Recording an Identifier

Recording an IRI

elements

All Attribute Elements

Find Element

access point for work

Where are they located in the Toolkit?

British Library policy statement in element mirror page
(Access point for work) :

Policies

**British Library policy statements for
access point for work**

Prerecording

Recording

Recording an unstructured description

Recording a structured description

Option 

British Library: Apply

Option 

British Library: Apply.

Where are they located in the Toolkit?

British Library policy statement in element right rail
(Access point for work) :

Recording a structured description

OPTION

Use a *vocabulary encoding scheme* as a source of information.

Record the form found in the vocabulary encoding scheme. Do not amend the values or punctuation.

BL

British Library: Apply.

Send to Back

OPTION

Construct an access point by applying a *string encoding scheme* to the values of one or more other elements.

BL

British Library: Apply.

Send to Back

For general guidance on structured descriptions, see Guidance: Recording methods. [Recording a structured description](#).

Where are they located behind the Toolkit?

ALA's content management system :

Cross Reference outputclass="ps_link" keyref="rdawP10328/dcc25315-c6f7-4055-b032-2f8a8d58e ..." [Recording a structured description](#) < Cross Reference < Paragraph

Division id="div_34ae9a22-8ffb-11eb-2366-09173F13E4C5" > Division < Division < Division

Division id="div_34ae9a23-8ffb-11eb-3119-09173F13E4C5" >

Paragraph outputclass="title" id="p_34ae9a24-8ffb-11eb-8334-09173F13E4C5" >

Cross Reference outputclass="ps_link" keyref="rdawP10328/div_wx2_xs5_qhb" id="div_wx2_xs5_ ..." [Option](#)

< Cross Reference < Paragraph

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< Phrase < Phrase conkeyref="b_ps_bl/ph_sta_app_ly0" > **Apply** < Phrase . < Paragraph < Division < Division

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Paragraph outputclass="title" id="p_34ae9a27-8ffb-11eb-8489-09173F13E4C5" >

Cross Reference outputclass="ps_link" keyref="rdawP10328/div_kpl_ws5_qhb" id="div_kpl_ws5_ ..." [Option](#)

< Cross Reference < Paragraph

Division id="div_34ae9a28-8ffb-11eb-2371-09173F13E4C5" > Paragraph id="p_d135e124_1_kpl_ws5_qhb_4" >

Phrase conkeyref="b_ps_bl/ph_pre_001_bri" > **British Library:** < Phrase < Phrase conkeyref="b_ps_bl/ph_pun_wht_spc" >

< Phrase < Phrase conkeyref="b_ps_bl/ph_sta_app_ly0" > **Apply** < Phrase . < Paragraph < Division < Division

Where are they located behind ALA's CMS?

British Library's policy master spreadsheet :

A	B	C	K	Q	R
Entity	Element ID	Element name	Option text	Prefix	Beginning
Work	rdaw:P10328	access point for work	Use a vocabulary en	British Library:	Apply
Work	rdaw:P10328	access point for work	Construct an access	British Library:	Apply
Work	rdaw:P10328	access point for work	Use a value of Work	British Library:	Apply
Work	rdaw:P10328	access point for work	Use a value of Mani	British Library:	Apply
Work	rdaw:P10328	access point for work	Record a title in direct order with no amendments.		
Work	rdaw:P10328	access point for work	Record a value that	British Library:	Do not apply
Work	rdaw:P10328	access point for work	Record a value that	British Library:	Do not apply
Work	rdaw:P10328	access point for work	Record a value that	British Library:	Apply
Work	rdaw:P10328	access point for work	Record a value that	British Library:	Do not apply
Work	rdaw:P10328	access point for work	Record a value that	British Library:	Do not apply

How are policy statements created?

- Using a “More Bang” script based on DITA markup which generates :
 - Policy statement folders and files parallel to every Entity, Element and Guidance file in RDA.
 - A policy statement shell for every title and every option in the parallel RDA file.
 - A link to the referenced RDA text for every policy statement shell.

How are policy statements populated?

- Using a “Boiler Plate” file based on DITA markup which contains standardized :
 - Words
 - Phrases
 - Punctuation
- Using free text by exception

Who creates policy statements?

- James Hennelly (Director, ALA Digital Reference) :
 - Coordinates running of the “More Bang” script in the ALA content management system.
 - Coordinates the publication of policy statement files from the content management system to the RDA Toolkit.

Who populates policy statements?

- British Library : BLPS
- Library of Congress / Program for Cooperative Cataloging : LC PCC PS
- Music Library Association : MLA BP

When are policy statements published?

- Policy statements are published to coincide with RDA Toolkit releases.
- 2021 Release Schedule :
 - April 6th
 - July 27th
 - October 5th

BLPS : April 2021

- PS files / option shells populated in RDA Toolkit for the following entities :

	PS files	Option shells
• Work	30	174
• Expression	47	293
• Manifestation	94	987
• Item	13	49

BLPS : July 2021 -

- Filling gaps :
 - Some policy statements require expansion following addition of new options to RDA.
- Updates :
 - Some policy statements require amendment following revisions to MARC 21.

BLPS : July 2021 -

- Entities :
 - Agent
 - Collective Agent
 - Person
 - Corporate Body
 - Family

BLPS : July 2021 -

- Guidance Documents :
 - Describing a work / expression / manifestation / item
 - Data provenance
 - Fictitious and non-human appellations
 - Manifestation statements
 - Recording methods
 - Representative Expressions
 - Transcription guidelines

BLPS : Challenges

- Maintaining synchronization
- Working at scale
- Providing extensibility

BLPS : Maintaining Synchronization

- Original policy master created in July 2019 following RSC statement on stabilization of the English Text.
- Original More Bang Script run in April 2020.
- Loss of synchronization with RDA base files by 2021 following completion of Toolkit beta phase.

BLPS : Working at Scale

- Over 300 files to populate.
- Over 4,000 option shells to populate.
- Limited staff resource to work on population.

BLPS : Providing Extensibility

- Statements currently created for British Library only.
- Additional U.K. institutions may wish to record their own policy statements in future (e.g. other legal deposit libraries).

BLPS : Solutions

- Regenerate policy master.
- Rerun More Bang script.
- Replace individual, manual population of policy statements with XSLT batch load.
- Restructure Boiler Plate file to allow for policy statements other than British Library's own.

BLPS : XSLT Batch Load Process

- Download copy of RDA Toolkit files from ALA's CMS to British Library network.
- Run xquery to identify option locations in Toolkit files.
- Convert policy statements in policy master to XML using boilerplate phrases.
- Populate policy shells with XML policy statements using XSLT inserter.
- Upload populated policy shell files back to ALA's CMS.

BLPS : Restructuring Boiler Plate

- Replace paragraph tagging with phrase tagging in DITA mark up.
- Add prefix to all policy statements which will distinguish them from other U.K. policy statements.

Example :

British Library : Apply

Thank you!

Thurstan Young

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