MINUTES OF JANUARY 2023 MEETING
RDA Steering Committee
Asynchronous Meeting
23-26 January 2023

Attending: Renate Behrens, RSC Chair
Charlene Chou, Wider Community Engagement Officer
Charlotte Christensen, backup Oceania representative
Ahava Cohen, Europe representative
Szabolcs Dancs, Translations Team Liaison Officer
Kathy Glennan, RSC Past Chair
James Hennelly, Director, ALA Digital Reference
Damian Iseminger, Technical Team Liaison Officer
Robert Maxwell, North America representative
Honor Moody, RDA Examples Editor
Elisa Sze, Education and Orientation Officer
John Trevor-Allen, Chair, RDA Board
Anne Welsh, RSC Secretary

Apologies: Melissa Parent**,** Oceania representative

Table of Contents

Appendix

Executive Session

Note: This asynchronous meeting opened at 8 am, New Zealand Daylight Time (UTC+13) on Monday 23 January. It closes at 6 pm, Mountain Standard Time (UTC-7) on Thursday 26 January.

Because there were no proposals at this meeting, the RSC decided in advance not to have a public Zoom call.

362   Catching up and review of past action items

362.1   Annual Report of the Oceania representative. Included in the Appendix to the Minutes. This report was delayed from the October Meeting and covers the year September 2021-October 2022.

362.2   Action Items from October 2022. RSC members updated the Action Items spreadsheet, reporting on their progress. All actions agreed at the October 2022 meeting had been completed or were in progress.

362.3   Action Items from prior to October 2022. There are a few items listed on the Action Items spreadsheet from earlier meetings.

> **362.3.1   ACTION ITEM:** RSC Secretary to check with RSC members with outstanding action items.

362.3   Catching Up. All RSC members were asked to respond with the activities they have undertaken since the October meeting.

> Note: as these are informal interim reports, these actions are not appended to the public Minutes. RSC documents including proposals and decisions documents are published as soon as possible on the RSC website. Amendments to the text of RDA appear in the RDA Toolkit at the next release after the amendment is made. Presentations made by RSC members are uploaded to the presentations section of the website as soon as they are received by the Secretary.

363   RSC Operations Documents

> We review the Operations Documents each year and update as necessary.

> As outgoing RSC Chair, Kathy Glennan went through all the current RSC Operations Documents and submitted updated drafts for 6 of them, reporting, "I had no changes to suggest for Ops/3 or Ops/5".

> The drafts for the other Operations Documents were shared on Google Drive for comments and edits.

Note: as these are interim documents, subject to further change, they are not shared in the Minutes. As soon as final updates are approved, they will be uploaded to the website where they will replace the current Operations Documents.

363.1 Operations/4 -- Oversight of Community Resources and Demarcation of RDA Text and Community Resources Text. After a fulsome discussion, the RSC Chair suggested that the topic of dealing with community-created documents, Policy Statements and translations could be included as an agenda item for the RSC Meeting in May.

    363.1.1   **ACTION ITEM:** RSC Secretary and Chair to add agenda item to May RSC Meeting.

363.2 Operations/1 -- Comments on Google Doc. Ahava Cohen offered edits, which Kathy Glennan agreed for incorporation.

    363.2.1   **ACTION ITEM:** Kathy Glennan to incorporate edits suggested in this meeting and circulate to RSC members for approval.

363.3 Operations/2 – Action Items Document. Again, Ahava Cohen offered edits, including querying the Action Items Document. The RSC Secretary and Chair did not comment in the meeting, but their intention is to return to the prior practice, documenting the completion of action items from previous meetings.

    363.3.1   **ACTION ITEM:** Kathy Glennan to incorporate edits suggested in this meeting and circulate to RSC members for approval. The RSC Chair and Secretary suggest that wording around action items documents simply be removed, as actions will be documented in RSC minutes.

363.4 Operations/6 – Asynchronous versus In-person Meetings. Again, Ahava Cohen offered feedback. She pointed out that the document "doesn't seem to allow for the leeway of making an asynch into an in-person, just the other way around."

    363.4.1   **ACTION ITEM:** Kathy Glennan and Renate Behrens to clarify this issue and report back to the rest of the RSC.

363.5 Operations/7 – Embedding links in documents. Honor Moody queried whether in section 2, "The publishers' [sic] website (http://www.rdatoolkit.org)" should instead have the web address embedded in "'publisher's website' for increased accessibility for screen readers?" and pointed to https://accessibility.umn.edu/what-you-can-do/start-7-core-skills/links.

    363.5.1   **ACTION ITEM:** To be discussed in the next Development Team Meeting.

363.6 Operations/8 – No comments received. Operations/8 is approved.

363.6.1   **ACTION ITEM:** RSC Secretary to update document on website.

364   **RDA Board Strategic Plan**

With permission of John Trevor-Allen as Chair of the Board, the current draft was shared via Google Drive. John Trevor-Allen stated that the Board would be discussing the document again at its meeting in May and would welcome comments from the RSC. As it is still a work-in-progress, it has not been appended to the Minutes – the Board will publish the final version on its website.

364.1   **General support.** Several RSC members explicitly stated their support for the Strategic Plan. In particular its drive towards internationalization was commended.

364.2   **Publication of RSC Action Plan 2023-2025.** As the Board's Strategic Plan will not be finalised until May, there are implications for the publication of the RSC Action Plan 2023-2025.

    364.2.1   **ACTION ITEM:** Renate Behrens (who attends RSC Board meetings as RSC Chair) to seek clarification from the Board as soon as possible.

365   **RSC Action Plan 2023-2025**

The current draft was shared via Google Drive, discussed and edited. As this is an interim document, it has not been shared in the Minutes. The RSC will publish the final version as soon as it is available.

366   **Progress reports from four Working Groups**

Progress reports were shared via Google Drive. As they are interim, they are not included in the Minutes, beyond noting their receipt.

366.1   **Progress Report from the RSC Extent Working Group.**

366.2   **Progress Report from the RSC Official Languages Working Group.**

366.3   **Progress Report from the RSC Place / Jurisdiction Working Group.**

366.4   **Progress Report from the RSC Religions in RDA Working Group.**

366.5   **Thanks.**

    366.5.1   **ACTION ITEM:** Renate Behrens to convey thanks and feedback to the Working Groups.

366.6 Template for Working Group Reports. Working Groups were asked by email (6 December 2022 from RSC Secretary on behalf of RSC Chair) to report on the following components:

1. A summary of where you are with each of the tasks in [link to charge document for each Working Group], including any challenges you have been facing and any milestones you have reached.
2. An indication of any support and / or information you need from us and the rest of the RSC as you move towards completion.
3. Any changes in the circumstances of Working Group members that might impact their ability to help complete this work in 2023. Although the initial appointments were for 2-year terms, we can make adjustments in your Working Group's membership if necessary.
4. Anything else you would like to tell us about your current state of play and plans for 2023.

    RSC members commented on the variety of formats the Working Group Chairs chose to use, and suggested a simple template. Honor Moody created a draft template which received positive feedback.

367   Community Resources

367.1 Community Resources Criteria – DRAFT. James Hennelly shared a draft document in Google Drive for RSC members to discuss and edit.

367.2 Discussion of Community Resources. There was wide-ranging general discussion, revisiting issues raised at previous meetings.

367.3 String Encoding Schemes (SES). NARDAC raised a query about the use of Community Resources for instructions on SES. This issue was discussed but no conclusion reached at this meeting.

   367.3.1   ACTION ITEM: RSC Chair and Secretary to add this topic to the agenda for the RSC meeting in May.

368   RSC asynchronous meeting date(s) 2023
The Admin Team suggested cancelling the proposed April meeting because, as previously discussed and approved, we will have an in-person meeting in May (see item 369), including a joint meeting with the Board. The October meeting may also be in-person (see item 370). They also wished to draw RSC Members' attention to the short timeframe between the close of the May meeting and the deadline for papers to be posted for the July meeting (27 June 2023).

368.1 Approval of cancellation of April meeting. RSC members agreed with the cancellation of the April Meeting to focus on the May Meeting.

368.2 **Retention of the July meeting.** RSC members noted the deadline for the July Meeting (27 June) and agreed that some flexibility would be allowed. They noted, in particular, that several Working Groups are preparing proposals and so it would be valuable to have the possibility of a 27 June submission date for Working Groups (and any other constituencies planning to submit proposals). The importance of a synchronous call was also stressed, irrespective of whether proposals were expected.

    368.2.1 **ACTION ITEM:** RSC Secretary to poll for date of asynchronous meeting, bearing in mind the agreement that RSC members would take turns in anti-social hours for calls.

    368.2.2 **ACTION ITEM:** Alongside item 366.5.1, Renate Behrens to inform Working Groups of the deadlines for papers for meetings in 2023, so they have clarity on when to present their proposals, viz.:
- Morning of 24 April for RSC Meeting in May
- Morning of 27 June for RSC Meeting in July
- Morning of 25 September for RSC Meeting in October

These deadlines correspond to three weeks prior to the meeting's start, and are given in UK time because the RSC Secretary is based in the UK, and as an employed contractor has the right to work within normal working hours where she resides.

368.3 **Operations/6.** Ahava Cohen pointed out an issue with the draft of Operations/2, allowing for in-person meetings to be changed to asynchronous, but not vice versa. (See item 363.4 and its action item).

369 **RSC in-person meeting May 2023**

The RSC will meet in-person at ALA Headquarters in Chicago, beginning with a joint meeting with the RDA Board 16-17 May and continuing with the RSC Meeting 17-19 May.

369.1 **Practical Arrangements.** James Hennelly shared the practical arrangements so far.

369.2 **Topics to be covered at the May Meeting.** Renate Behrens specifically asked for suggestions for topics to be covered. There was wide-ranging discussion on this topic.

    369.2.1 **ACTION ITEM:** RSC Secretary and Chair to compile list for discussion at next Admin Team meeting.

370 **RSC meeting October 2023**

Offers to host in-person meetings were received from the National Library of New Zealand and the National Library of Israel – both of which had been agreed hosts before the COVID-19 pandemic led to worldwide lockdowns and cancellation of travel.

370.1   **Budget.** James Hennelly said that he would have to check the RSC budget for travel and accommodation before a final decision on the location of the October 2023 meeting could be made.

370.2   **ACTION ITEM:** RSC Chair and Secretary to add to agenda for May meeting.

371   New business

371.1 Feedback on MAC Papers. Charlene Chou (RSC Liaison to the MARC Advisory Committee (MAC)) asked for feedback from RSC Members on the current MAC Papers, which have been posted at https://www.loc.gov/marc/mac/mw2023_age.html and for which the call for constituency comments was due to close on 24 January. As usual, the RSC Secretary has created Basecamp pages for the RSC's discussion on each MAC Proposal and Discussion Paper. Individual RSC members used it to offer feedback to Charlene on:

- MARC Proposal No. 2023-01 : Defining a New Field to Record Electronic Archive Location and Access in the MARC 21 Formats
- MARC Proposal No. 2023-02 : Adding Subfield $3 to Field 041 in the MARC 21 Bibliographic Format
- MARC Proposal No. 2023-03 : Adding Subfields $0, $1, $2, and $5 to Fields 720 and 653 in the MARC 21 Bibliographic Format
- MARC Proposal No. 2023-04 : Defining a Field for Ownership and Custodial History in Structured Form in the MARC 21 Formats
- MARC Discussion Paper No. 2023-DP01 : Defining a New Subfield in Field 264 to Record an Unsubfielded Statement in the MARC 21 Bibliographic Format
- MARC Discussion Paper No. 2023-DP03 : Renaming and Redefining Field 368 Subfield $d in the MARC 21 Authority Format
- MARC Discussion Paper No. 2023-DP04 : Attributes of Family in the MARC 21 Authority Format

      ACTION ITEM: Charlene Chou to collate responses.

371.2 Scope of RSC Comments on MAC Proposals and Papers. Kathy Glennan raised a discussion around when the RSC should comment on MAC proposals and papers. RDA's position as standard-agnostic means that the RSC does not make proposals for amendments to MARC, nor for other cataloguing exchange formats, like Bibframe, nor cataloguing standards, like ISBD. However, it does maintain a watching brief on them. Several members of the RSC are attending the upcoming MAC meeting as invited participants – Renate Behrens as Chair, Kathy Glennan as Past Chair, Damian Iseminger as Technical Team Liaison Officer, and Charlene Chou as liaison. Renate and Charlene both commented on how helpful it was to read the viewpoints of RSC members on the

MAC papers, and Renate Behrens offered her Chair's thanks for their input. As she put it, "We need this expertise to be able to intervene when it makes sense to us, because RDA is directly affected. This is what we did in the case of the RDA/MARC WG, in which direct requirements from RDA were solved in cooperation with experts from both bodies."

371.2.1 **ACTION ITEM:** Admin Team, led by Renate Behrens, to discuss who is keeping a watching brief on MARC and other exchange formats and cataloguing standards.

371.3 **Agreement with IFLA Committee on Standards.**

371.3.1 **ACTION ITEM:** Agreement with IFLA Committee on Standards to be added as standing item to Admin Team agenda for Renate Behrens to update on progress towards protocol.

371.3.2 **ACTION ITEM:** RSC Chair and Secretary to add agreement with IFLA Committee of Standards to the agenda for RSC Meeting in May.

372 **Review of the January Meeting**

372.1 **Scheduling of Synchronous Meetings.** There is no *requirement* to hold a synchronous component within Asynchronous Meetings, but it is always possible to do so. For the current meeting, an email was sent to all RSC members asking if anyone wished the RSC Secretary to schedule a Zoom call, and no-one replied to this in the affirmative. Discussion of the July Meeting led to the decision to hold a synchronous component to the meeting irrespective of the receipt or non-receipt of proposals. (See item 368.2 and its action item 368.2.1).

372.2 **Chair's Thanks.** Renate Behrens thanked everyone for their input. She confirmed that the RSC Secretary, Chair and Past Chair will continue working on the matters discussed and will report back to the wider RSC.

Approved by the RSC
20 February 2023

Appendix

362.1 Annual Report of the Oceania representative

Report from the Oceania Region Representative

October 2022 [submitted 23 January 2023]
Charlotte Christensen

The Oceania RDA Committee (ORDAC) has been challenged over the past year with varying forms of illness amongst our members, some that have lingered over a period of months. In addition, we have had some delays in replacing members of the committee as some members have retired. Overall this has impacted on progressing with our efforts in relation to RDA and communicating with our region directly, nevertheless we remain enthusiastic and committed to the work.

Melissa Parent (RSC representative) has been involved in a number of web-based sessions relating to her explorations of application profiles, and Anoushka McGuire (Chair) has provided a well-attended update during the LIANZA CatSIG professional development webinar series which was advertised to both New Zealand and Australian audiences.

National Library of Australia has not yet announced its implementation plans for current RDA, but some in the Australian community continue to work on application profiles. National Library of New Zealand (NLNZ) is continuing to develop policy statements, with the first load occurring in time for the September 2022 release, and is working towards having policy statements available for every option prior to current RDA implementation alongside application profiles and supporting documentation. Implementation at NLNZ is likely to occur in 2023, preceded by an internal training phase. The expectation is that all training material will then be made publicly available for use by other institutions.

To date we have not been able to identify other potential partners for inclusion in ORDAC and so New Zealand and Australia remain the only representatives for our region.

ORDAC is currently focused on developing some content for presentations in 2023. With many of the NLNZ policy statements available to view, it will be possible to provide practical demonstrations that are relevant to our audience.