

**To:** Joint Steering Committee for Development of RDA  
**From:** Gordon Dunsire, Chair, JSC  
**Subject:** Terms of reference for the JSC Examples Editor

### **Related documents**

This document supersedes 6JSC/Chair/2 (RDA Examples Group: Terms of reference).

### **Background**

The JSC appointed the RDA Examples Group 3 in 2012 to support the development of examples in *RDA: Resource Description and Access*. Specifically, the group was tasked to develop contextual examples in *RDA* and complete examples in *RDA* and related products.

In 2014, 6JSC/Policy/4 set out general terms of reference applicable to all JSC Working Groups. The JSC has reviewed the need for a working group for examples, taking into account a number of factors.

While *RDA* was being developed, a group of people was needed to collect the large number of examples needed for the many chapters in each half of *RDA*. That phase of development is now over, and the resulting corpus of *RDA* examples requires curation rather than collection.

The Fast Track process set out in 6JSC/Policy/1 is designed for JSC constituency responses to proposed changes to *RDA* examples.

The JSC expects examples to be a significant component of translations and other internationalization aspects of *RDA* in the next few years. This will require the coordination of multiple aspects of examples, such as translation, localization, and contextualization, interacting ad hoc with national and international language and cataloguing experts, and would be best carried out by an individual rather than a group.

The JSC continues to expect examples to appear in technical documentation and other future *RDA* products.

The JSC has decided that the development of *RDA* examples should be supported by a non-executive post of "Examples Editor", and has terminated the work of the RDA Examples Group.

### **Post**

The post of Examples Editor is honorary and non-executive. The term of office is 2 years, and is renewable by agreement of the JSC.

### **Role**

The role of the Examples Editor is to:

- Support the JSC in the development of examples in *RDA: Resource Description and Access*.

## Remit

The Examples Editor will:

- Advise the JSC on the consistency, accuracy, and relevance of examples in *RDA* and related documentation.
- Identify new contextual examples for inclusion in *RDA* in conjunction with approved JSC proposals.
- Manage Fast Track proposals concerning examples.
- Make Fast Track proposals for new examples, deletion of existing examples, or changes to existing examples in *RDA*.
- Identify changes to examples resulting from successful Fast Track proposals submitted by others.
- 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.
- Liaise with the RDA Development Team on the use of examples in documentation and RDA applications.
- Coordinate with external experts for the translation, transcription, localization, and contextualization of *RDA* examples.
- Submit to the JSC a brief annual report of activities and the status of tasks.
- Present the output of activity to the JSC at its meetings, as appropriate:
  - In person
  - Using remote conferencing facilities
  - Via the JSC Chair or Secretary
  - In a written report.

## Requirements

The Examples Editor should possess:

- Knowledge of the structure and scope of RDA and the relationships between examples, instructions, and other RDA content.
- Knowledge of the practical interpretation and application of RDA as a bibliographic metadata content standard.
- Good communication skills.