

To: RDA Steering Committee

From: Gordon Dunsire, Chair, RSC

Subject: Information for new RSC representatives

This document presents information about the RSC and its activities, RSC 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 RDA Board is available on a page of the RSC website (<http://www.rda-rsc.org/rdaboard>).

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

RSC Chair. Duties include the following:

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

RSC Secretary. Duties include the following (also see RSC/Policy/3):

- Act as webmaster for the RSC web site.
- Prepare minutes of RSC meetings and teleconferences.
- Prepare final versions of approved revision proposals.
- Input changes in the RDA content in the online authoring infrastructure.
- Support communication between RSC members.

RDA Examples Editor. Duties include the following (also see RSC/Chair/7):

- Identify new contextual examples for inclusion in RDA in conjunction with approved RSC proposals.
- Maintain examples in RDA for existing instructions.

- Provide and maintain an Examples Guide for publication on the RSC 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 RSC groups and external experts.

Members of the RSC. Duties include the following:

- Prepare revision proposals and discussion papers on behalf of and in consultation with their communities.
- Organize and coordinate the work and communication of their community.
- Prepare "rep" documents to explore topics before the proposal stage, or to handle a specific assignment from the RSC.
- Prepare responses to revision proposals and discussion papers from other communities.
- Prepare Fast Track proposals for minor changes and respond to the Fast Track proposals from other members.
- Attend the RSC meetings and teleconferences.
- Contribute to the review and signing-off on approved derivatives of RDA content (excluding translations).
- Consider other issues related to the development of RDA.
- Sponsor/present workshops, programs, etc., at meetings of library associations.
- Volunteer to represent the RSC 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 (<http://access.rdatoolkit.org/>) and the RDA Registry (<http://www.rdaregistry.info/>).

RDA Toolkit contains the English text of RDA with an intended audience of library cataloguers and other creators of metadata for information resources; translations of the text are included. 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 linked data and Semantic Web representations of the elements and relationship designators approved by the RSC.

The RDA Registry is based on the Open Metadata Registry (<http://metadataregistry.org/>). It is maintained by the RSC and Metadata Management Associates

(<http://managemetadata.com/>) in association with ALA Digital Reference. Translations of the content in the languages of the translations of the RDA text plus additional translations of the elements and relationship designators and their definitions are also available. The project can also be viewed on GitHub (<https://github.com/RDARegistry/RDA-Vocabularies>).

3. Revision, updating, and translations of RDA

Changes to the content of RDA are submitted via four processes (see RSC/Policy/1/rev for more information):

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

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

RDA Toolkit is released 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.) usually occur not more frequently than quarterly. Changes resulting from processes other than formal proposals are recorded in RSC/Sec documents.

RDA Toolkit and the RDA Registry include translations (both new translations and updating of existing translations) that are arranged through ALA Digital Reference.

4. Meetings of the RSC

The RSC 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 RSC Chair at least two weeks before the meeting.

The Chair of the RDA Board usually attends the annual meeting of the RSC.

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

The RSC Secretary prepares the minutes of the meeting; they are reviewed by the RSC Chair and then by the RSC 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 RSC and posted on a restricted area of the website.

The RSC may also meet via teleconference to discuss specific topics. The RSC Secretary prepares minutes of the teleconferences, sends them to the RSC members, and posts them on a restricted area of the website. Any decisions made during the teleconferences about wording of *RDA* instructions will be documented and posted on the website.

5. Web sites

The RSC website (<http://www.rda-rsc.org>) has some areas restricted to RSC members.

Listed here are the main categories of current documents posted on the website:

- public areas of the website: announcements, pdfs of proposals and responses, Chair and Secretary documents, meeting agendas and minutes, policy documents.
- restricted area of the website: confidential and restricted documents, Word versions of proposals and discussion papers. The RSC still has access to the private Workspace on the old website where most of those restricted materials are still posted; it has an archive of RDA drafts and Editor documents and pdfs of RDA content from the April 2012-February 2015 releases (pdfs of RDA content after the February 2015 release can be downloaded from the current online authoring infrastructure). The RSC Secretary sends links to the RSC for restricted areas on the current website.

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 RSC 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.

The current online authoring infrastructure includes the content management system for RDA Toolkit developed by Dakota Systems and the linked data vocabulary management system for the RDA Registry developed by ALA Digital Reference. The RSC Secretary makes the changes from proposals, Fast Track entries, and corrections; use of infrastructure will be extended to RSC members and translation teams in due course. Translation teams outside

of RSC create and update the various translations. The British Library and CCC are responsible for updating the RDA/MARC bibliographic and authority mappings.

ALA Publishing uses Trello (<https://trello.com/>) to post information about the Toolkit update schedule. The RDA Development Team (see section 7 below) uses Trello for tasks of the group. Account IDs and passwords are supplied to RSC members as appropriate.

The RSC uses Google Docs/Drive (<https://www.google.com/a/rdatoolkit.org>) for various tasks: to record availability of members on the RSC calendar, to post and make comments on Fast Track entries and drafts of approved proposals, etc.

6. Policy and procedures documents posted on the website (<http://www.rda-rsc.org/policydocs>)

RSC/Policy/1/rev – Statement of Policy and Procedures for RSC

- This document is the major statement on RSC's relationship with its communities.
- Key topics are: source and format of revision proposals; document numbering; the approval and publication process; other information on RSC documents and their distribution; the relationship with the RDA Board; RDA translations; the RSC website.

RSC/Policy/2 – RSC Meetings

RSC/Policy/3 – Duty statement for the RSC Secretary

RSC/Policy/4/rev – General terms of reference for RSC Working Groups

RSC/Policy/5 – Proposal and discussion paper guidelines

- This document has guidelines for preparing an RDA revision proposal or discussion paper.
- It includes a sample of a proposal for a change in RDA.

RSC/Policy/6 – Translation Policy for RDA and RDA Toolkit

The following documents are historic documents and are not being updated.

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

7. RSC groups

Groups operating at present are the following:

RSC Standing Working Groups

- RSC Technical Working Group (RSC/Chair/3)
- RSC Translations Working Group (RSC/Chair/14)

Other RSC Working Groups

- RSC Aggregates Working Group (RSC/Chair/9)
- RSC Capitalization Working Group (RSC/Chair/8)
- RSC Fictitious Entities Working Group (RSC/Chair/10)
- RSC Music Working Group (RSC/Chair/6)
- RSC Places Working Group (RSC/Chair/4)
- RSC Rare Materials Working Group (RSC/Chair/16)
- RSC RDA/ONIX Framework Working Group (RSC/Chair/2)
- RSC Relationship Designators Working Group (RSC/Chair/11)

Liaising Groups

- EURIG (<http://www.slainte.org.uk/eurig/>)
- FRBR Review Group (<http://www.ifla.org/frbr-rg>)
- ISBD Review Group (<http://www.ifla.org/isbd-rg>)
- ISSN International Centre (<http://www.issn.org/>)
- ONIX (<http://www.editeur.org/8/ONIX/>)
- NDMISO (<http://loc.gov/marc/ndmso.html>)
- PRESSoo (<http://www.ifla.org/node/10410>)

Collaborative Groups

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

RDA Development Team

ALA Digital Reference manages the RDA Development Team on behalf of the RDA Board. This group consists of the representatives from Metadata Management Associates (MMA), The MARC of Quality, Inc. (TMQ), Dakota, and ALA Publishing; the RSC Chair and RSC Secretary are ex officio members. It is responsible for technical matters related to the publication of RDA in RDA Toolkit and the RDA Registry and for carrying out tasks raised by the RSC and the RSC Technical Working Group.

RSC members and other persons involved in the development of RDA

Name	Role	Email address
Gordon Dunsire	Chair of the RSC	RSCChair@rdatoolkit.org
Judy Kuhagen	Secretary, RSC	RSCSecretary@rdatoolkit.org
Linda Barnhart	Secretary-Elect, RSC	rsc_sec2@rdatoolkit.org
Kate James	RDA Examples Editor; and Back-up for Dave Reser	kjam@loc.gov
Daniel Paradis	RSC Translations Team Liaison Officer	Daniel.Paradis@banq.qc.ca
Ebe Kartus	ACOC representative to the RSC	kartus13@gmail.com
Catherine Argus	Back-up for Ebe Kartus	cargus@nla.gov.au
Kathy Glennan	ALA representative to the RSC	kglennan@umd.edu
John Attig	Back-up for Kathy Glennan	jxa16@psu.edu
Bill Leonard	CCC representative to the RSC	william.leonard@canada.ca
Renate Behrens	Europe representative to the RSC	R.Behrens@dnb.de
Ingeborg Töpler	Back-up for Renate Behrens	itoepler@dnb.de
Dave Reser	LC representative to the RSC	dres@loc.gov
Simon Berney- Edwards	Chair of the RDA Board. Also involved in communications about RSC meetings, business arrangements. Not involved in revision proposals.	Simon.Berney- 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
Katie Bane	Marketing and Sales Manager, ALA Publishing. Responsible for sales and licensing issues.	kbane@ala.org
Jennifer Carbon	Administrative Assistant, ALA Publishing. Responsible for customer inquiries about RDA and RDA Toolkit and management of subscriptions.	jcarbon@ala.org