To: RDA Steering Committee
From: Kathy Glennan, RSC Chair
Subject: Information for New RSC Members

This document is an update and revision to RSC/Chair/1/rev (Information for new RSC representatives) from 2016.

This document contains background information for new RDA Steering Committee (RSC) members about RDA governance, documents that describe RSC operations, a description of the resources available on the RSC website, as well as tools that are available for RSC work. Links to websites and other documents will be updated as that information changes.

Contents

1   The Governance Model

The groups overseeing RDA's development and publication are the Copyright Holders, the RDA Board, the RDA Steering Committee, and the RDA Fund Trustees. For details, see the 2018 RDA Agreement.

The **Copyright Holders** (representatives of the American Library Association (ALA), the Canadian Federation of Library Associations/La Fédération canadienne des associations de bibliothèques (CFLA) and the Chartered Institute of Library and Information Professionals (CILIP)) have the final responsibility for all policies and programs relating to RDA, including its publication and dissemination.

The ***RDA Board*** includes members of the Copyright Holders Committee and six National

Institution representatives from the following areas: Africa, Asia, Europe, Latin America and the Caribbean, North America, and Oceania. The Chair of the RDA Board comes from among the Copyright Holders. Ex-officio, non-voting members of the Board include the RSC Chair, the RDA Fund Trustee representative, and the director of ALA Digital Reference. The Board works with the Copyright Holders on setting the strategic direction for the further development of RDA and helps ensure that the strategic plan is achieved. The Board is also responsible for raising the profile of RDA and encouraging adoption of the standard.

The *RDA Steering Committee* has twelve members: six regional community representatives (from the following areas: Africa, Asia, Europe, Latin America and the Caribbean, North America, and Oceania), as well as six appointed positions (RSC Chair, RSC Secretary, RDA Examples Editor, Technical Team Liaison Officer, Translations Team Liaison Officer, and Wider Community Engagement Officer). Ex-officio, non-voting members of the RSC include the Chair of the RDA Board and the director of ALA Digital Reference. The RSC advises the RDA Board and the Copyright Holders on the content of the RDA standard, reviewing the need for revisions, consolidations, additions, and other changes. The RSC has two standing Working Groups and forms task and finish working groups as needed. For details about the RSC's structure and the specific responsibilities for the committee members, see RSC/Operations/1.

A temporary subgroup of the RSC currently exists, the *Core Team*, comprised of the RSC members who are not regional representatives. During the 3R Project, this group worked to expedite progress with the beta Toolkit. They took the lead in identifying general issues, planned for structural changes to the underlying Toolkit data, and prepared draft entity and guidance chapters. The group is expected to phase out as the 3R Project winds down.

The *RDA Fund Trustees* has three members, representing the Copyright Holders. They manage the RDA Fund, advise the Copyright Holders on appropriate uses of the Fund, and report significant developments or problems arising in the development of the Fund to the Copyright Holders. The Fund supports the RDA Board and the RSC for travel and subsistence costs related to their meetings and other outreach activities, as well as for development and research work to further RDA.

The *ALA Digital Reference* staff have an integral role in the various governance bodies. The director and marketing manager provide reports on sales and activities of the staff,

take the lead on marketing and development strategies with consultation from the Board and RSC, and support activities and development work of the Board and the RSC. The director leads the RDA Development Team and is an active participant in Board and RSC activities, as well as the Translations Working Group. The Marketing Manager is a regular contributor to the RDA Board meetings and leads the RDA Board's Marketing Committee.

ALA Digital Reference manages the **RDA Development Team** on behalf of the RDA Board. The group consists of the director of ALA Digital Reference, representatives of the RDA vendors, the chair of the Technical Working Group, and other invited participants. The Dev Team has been largely dormant during the 3R Project and will be reactivated after its completion. The Dev Team is tasked with finding practical solutions to technical and production challenges faced by the RDA Registry and RDA Toolkit. It responds to requests from ALA Digital Reference and the Technical Working Group and collaborates with both on identifying solutions and assigning work.

For current membership, see RDA Board members (includes the Copyright Holders and RDA Fund Trustees) and RSC members.

2   RSC Responsibilities and Operations

The RSC is responsible for the development and content of the RDA standard. Revisions, consolidations, additions, and other changes may be made to RDA only with RSC approval.

The following documents describe RSC operations in detail:

- RSC/Operations/1 -- Policy and Procedures for RSC Operations
  Describes RSC responsibilities, the committee structure, decision making and voting rights, RSC Working Groups, external relationships with other bodies, and communication channels.
- RSC/Operations/2 -- RSC Position Responsibilities
  Describes general expectations for all RSC members, as well as detailing specific responsibilities based on the position.
- RSC/Operations/3 -- General Terms of Reference for RSC Working Groups
  Establishes the framework for RSC Working Groups, including general duties and responsibilities, membership, specific tasks, resources and method of working, and the difference between Standing Working Groups and Task and Finish Working Groups.

- [RSC/Operations/4 -- Policy and Procedures for Updating RDA Content](#)
  Presents the process for changing or developing RDA content (proposals, discussion papers, and the fast track process), and describes the schedule for making such changes and reporting out what has changed.
- [RSC/Operations/5 -- Guidelines for Proposals, Discussion Papers, and Responses to Them](#)
  Provides formatting guidelines for preparing a proposal or discussion paper to recommend changes to RDA content and includes guidelines for preparing responses to proposals or discussion papers.
- [RSC/Operations/6 -- Policy and procedures for RSC Meetings](#)
  Establishes expectations and requirements for RSC meetings, including attendance, open communication, minutes/outcomes, and specifics for both asynchronous and in-person meetings.

3   Information on the RSC Website

The RSC Website contains extensive information about current and historic activities and decisions of the RSC (and its predecessor the JSC – Joint Steering Committee for Development of RDA). Sections of the website include:

- [News and announcements](#)
  Updated as needed.
- [RDA Board](#)
  Includes information about Board members, the governance structure, and the strategic plan for RDA.
- [RSC Members](#)
  Includes the current list of members, as well as historic rosters.
- [RDA Regions](#)
  Contains the home pages for the three active regional communities, along with placeholder pages to accommodate the three to come.
- [About RDA](#)
  Includes a brief description of RDA as well as links to the RDA-L discussion list and the two RDA Frequently Asked Questions pages (one on RDA as whole and one on the 3R Project).
- [Documents](#)
  Contains links to current and historic documents, grouped both by release year (e.g., Recently Posted Documents) and by originating body (e.g., a particular RSC

Working Group) or general topic (e.g., RSC Meeting Agendas).

- Presentations
  Provides access to selected presentations related to RDA and created in liaison with the RSC or RDA Board; organized by year.
- RSC Protocols
  Contains a list of the formal communication protocols established by the RSC with other information standards groups, including: IFLA Bibliographic Conceptual Models Review Group; IFLA ISBD Review Group, IFLA Permanent UNIMARC Committee; IFLA PRESSoo Review Group; ISSN International Centre; and the Library of Congress Network Development and MARC Standards Office.
- Submitting Proposals
  Contains handy links to the RSC documents describing this process.
- Archived JSC Website
  Contains information about the JSC and its operations, as well as the development of RDA. Documents date from 1997 (International Conference on the Principles & Future Development of AACR) to 2015 (Terms of reference for the JSC Capitalization Instructions Working Group). Documents after May 2015 are available under Documents on the main RSC site.

RSC members may log in to the site to review restricted documents, such as the restricted versions of RSC minutes.

4   RSC Workspaces, Communication Tools, etc.

The RSC uses several different communication/collaboration tools.

- Basecamp
  Used for discussions (quick feedback, fast track proposals ("to-dos"), sharing emails of interest, informal meeting agendas and schedules, etc.
  Access provided to RSC members and their back-ups (where applicable).
- Gmail
  All RSC members should have and use an "@rdatoolkit.org" account. Generally, accounts for position holders are established with the position name and are handed over to the new incumbent. Accounts for regional representatives are established under the individual's name.
- Email lists

ALA Digital Reference maintains the following email lists:
  - ○ rda-rsc@lists.ala.org membership: all RSC members plus backups where applicable.
  - ○ rsc-core@lists.ala.org membership: RSC members only (no backups).
  - ○ 3rcore@lists.ala.org membership: RSC position holders (no regional representatives).
- Google Drive
  Documentation accessible via an RSC member's @rdatoolkit.org account. Includes folders for RSC meetings, RSC working groups, RDA value vocabularies, audio recordings of meetings, spreadsheet of feedback from users, fast track change archive, and much more.
- GoToMeeting
  As needed, the RSC and any of its groups (working groups, regional groups, etc.) may request use of the ALA Digital Reference GoToMeeting account to conduct their business.
- Trello
  Used by ALA Digital Reference to track development content for future releases to the Toolkit. Trello boards are shared with RSC members as appropriate.
- CMS (Content Management System: Alfresco)
  The data repository that contains the official RDA text and the authoring infrastructure for RDA Toolkit, managed by Dakota Systems. Authorized RSC members edit RDA content directly in the CMS. It also holds the official text for RDA translations, as well as linked Policy Statements.
- SDL Trados Studio and SDL Trados GroupShare
  Software used by translation teams to efficiently manage translation of RDA instructions.
- RDA Registry
  Contains linked data and Semantic Web representations of the elements and value vocabularies approved by the RSC. Registry releases can also be retrieved for use via GitHub (https://github.com/RDARegistry).
- Staff Registry
  The backend data repository for the RDA Registry, replacing the RDA representation in the OMR (Open Metadata Registry).
- Staging site
  Used to preview changes in a Toolkit release before the release is formally published to the beta Toolkit. Some RSC members occasionally proofread complex

changes in the Staging site.

5   Access to the RDA Toolkit

RSC members have access to the original Toolkit, the beta Toolkit, and the Toolkit staging site. RSC members who do not already have institutional access to the Toolkit may make arrangements for an account with James Hennelly, Director of ALA Digital Reference.

6   Travel to RSC Meetings

As an international organization, the RSC may meet in venues across the globe. RSC members should be able to travel internationally to participate in the annual face-to-face meetings. The location and dates of in-person meeting are arranged with the Chair of the Trust Fund in consultation with the RSC and the RDA Board. The RDA Fund pays for RSC members' travel expenses. See RSC/Operations/6 -- Policy and procedures for RSC Meetings for details.