To: RDA Steering Committee

From: Gordon Dunsire, Chair, RSC

Subject: Terms of reference for the RDA Examples Editor

Related documents

This RSC document is a minor revision of its counterpart JSC document (6JSC/Chair/16); only minimal updating of names and other minor revisions were made.

Background

When RDA was being developed, the JSC tasked various working groups to create and edit examples for RDA instructions. These working groups were also responsible for complete examples (available from the RDA Toolkit and other websites) for bibliographic and authority records that supported RDA, but were not part of the RDA instructions. The JSC decided ongoing maintenance and development of RDA examples was best supported by a non-executive post of "RDA Examples Editor" and terminated the RDA Examples Group in favor of this post. The Examples Editor post was maintained when the JSC became the RSC.

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

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 RSC.

Role

The role of the Examples Editor is to:

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

Remit

The Examples Editor will:

* Advise the RSC 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 RSC proposals.
- Submit examples changes for existing instructions to the RSC Secretary for inclusion with other changes in RDA Toolkit releases.
- Identify changes to examples resulting from successful Fast Track proposals submitted by others.
- Provide 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.
- 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 RSC a brief annual report of activities and the status of tasks.
- Present the output of activity to the RSC at its meetings, as appropriate:
  - In person
  - Using remote conferencing facilities
  - Via the RSC 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.