

Association for Library Collections & Technical Services
(A division of the American Library Association)
Cataloging and Metadata Management Section
Committee on Cataloging: Description and Access

**Minutes of the
2020 Summer Virtual Meeting
July 9, 13 and 15, 2020**

Members present:

Amanda L. Ros, Chair
Daniel Jergovic
Teresa M. Keenan
Tim Kiser
Kathryn Lybarger
Calli Neumann
Nancy Mitchell Poehlmann
Emily Thaisrivongs
Glen Wiley
Tina Marie Maes, Intern
Richard Guajardo, Webmaster

Ex-officio representatives present:

Dominique Bourassa, NARDAC
Stephen Hearn, NARDAC
Melanie Polutta, LC
Nathan Putnam, OCLC

ALA Liaisons present:

Peter V. Fletcher, ALCTS/CRS
Robert Maxwell, ALCTS/CaMMS/SAC
Timothy Ryan Mendenhall, ALCTS/MIG
Honor Moody, ALA/ACRL/RBMS
Andrea Morrison, ALA/GODORT
Richard Hasenyager, Jr., ALCTS/CaMMS/CCM
Jia Xu, ALCTS/CaMMS/CC:AAM
Min Zhang, ALA/MAGIRT

Non-ALA Liaisons present:

Everett Allgood, PCC
Thomas M. Dousa, CLA

Keith Knop, MusLA
Kelley McGrath, OLAC
John Myers, [CC:DA liaison to] MAC
Diane Napert, ARSC
Jahala Simuel MedLA
Karen Stafford, ARLIS/NA
Ryan Tamares, AALL
Jay Weitz, IFLA Cataloging Section Liaison
Donna Wells, ATLA

Notes:

- I. The minutes do not necessarily record discussion in the order in which it occurred. Material may have been rearranged in order to collocate items related to specific topics for clarity.
- II. While recordings of the CC:DA meetings were made, the process of transcription is laborious. Only in some cases are exact quotes included.
- III. In CC:DA minutes, a “vote of the Committee” indicates a poll of the actual voting members rather than of representatives/liasons of particular agencies or groups. These votes are a formal representation of Committee views. The Chair rarely votes except to break a tie. The term “straw vote” indicates a poll of the ALA and other organizational representatives/liasons to CC:DA who are present. Such votes are advisory and are not binding upon the Committee. Where no vote totals are recorded, and a CC:DA position is stated, the position has been determined by consensus.
- IV. In CC:DA minutes, the term “members” is used to apply to both voting and nonvoting appointees to the Committee. Where a distinction is necessary, the terms “voting members” and “liasons” are used.
- V. Abbreviations and terms used in these minutes include:

3R Project = RDA Toolkit Restructure and Redesign Project
AALL = American Association of Law Libraries
AAP = Authorized access point
ABA = LC Acquisitions and Bibliographic Access Directorate
ACRL = Association of College and Research Libraries
AFOS = Acquisitions Fiscal and Oversea Support Division
AJL = Association of Jewish Libraries
ALA = American Library Association
ALCTS = Association for Library Collections & Technical Services

AP = Application profile
ARLIS/NA = Art Libraries Society of North America
ARSC = Association for Recorded Sound Collections
BIBFRAME = Bibliographic Framework Initiative
BSR = BIBCO Standard Record
CaMMS = ALCTS/Cataloging and Metadata Management Section
CC:AAM = ALCTS/CaMMS/Committee on Cataloging: Asian and African Materials
CC:DA = ALCTS/CaMMS/Committee on Cataloging: Description and Access
CCC = Canadian Committee on Cataloguing
CCM = ALCTS/CaMMS/Cataloging of Children's Materials Committee
CIP = Cataloging in Publication
COIN = Cooperative and Instructional Program Division
CRS = ALCTS/Continuing Resources Section
CSM = Classification and Shelving Manual
CSR = CONSER Standard Record
DCMI = Dublin Core Metadata Initiative
DCRM(C) = Descriptive Cataloging of Rare Materials (Cartographic)
EURIG = European RDA Interest Group
FRBR = IFLA's *Functional Requirements for Bibliographic Records*
FRBR-LRM = IFLA's *FRBR-Library Reference Model*
FRBRoo = FRBR-object oriented
GODORT = ALA/Government Documents Round Table
IFLA = International Federation of Library Associations and Institutions
IFLA-LRM = IFLA-Library Reference Model
ISNI = International Standard Name Identifier
ISSN = International Standard Serial Number
JSC = Joint Steering Committee for Development of RDA (up to 2016)
LC = Library of Congress
LC/NAF = LC/NACO Authority File
LC-PCC PSs = Library of Congress Policy Statements
LCDGT = Library of Congress Demographic Genre Terms
LCGFT = Library of Congress Genre/Form Terms
LCMPT = Library of Congress Medium of Performance Thesaurus
LCSH = Library of Congress Subject Headings
MAGIRT = Map and Geospatial Information Round Table
MAC = MARC Advisory Committee
MARC = Machine-Readable Cataloging
MedLA = Medical Library Association
MIG = ALCTS/Metadata Interest Group
MulDiCat = IFLA's *Multilingual Dictionary of Cataloguing Terms and Concepts*
MusLA = Music Library Association
NAR = Name Authority Record
NHP = Non-human personage

NARDAC = North American RDA Committee
OLAC = Online Audiovisual Catalogers
OMR = Open Metadata Registry
ORDAC = Oceania RDA Committee
PCC = Program for Cooperative Cataloging
PoCo = PCC Policy Committee
PSD = Policy and Standards Division of the Library of Congress
RBMS = ACRL/Rare Books and Manuscripts Section
PTC = Policy, Training, and Cooperative Programs Division
RSC = RDA Steering Committee
RDA = *Resource Description and Access*
RDF = Resource Description Framework
RUSA = Reference and User Services Association
SAC = ALCTS/CCS/Subject Analysis Committee
SAA = Society of American Archivists
SCA = PCC Standing Committee on Applications
SCS = PCC Standing Committee on Standards
SCT = PCC Standing Committee on Training
SES = String encoding scheme
SHM = Subject Heading Manual
SLA = Special Libraries Association
URI = Uniform Resource Identifier
VES = Vocabulary encoding scheme
WCAG = Web Content Accessibility Guidelines
WEMI = Work/expression/manifestation/item, the FRBR group 1 entities

Thursday, July 9
3:00–5:00 p.m. Eastern/2:00–4:00 p.m. Central/12:00–2:00 p.m. Pacific
Online

1490. Welcome and opening remarks: Chair

Amanda Ros, **Chair**, called the meeting to order at 2:02 p.m. CST, and welcomed voting members, liaisons, representatives, and audience members.

The **Chair** noted that this was the first CC:DA virtual meeting in history. Although a hybrid meeting had been planned for ALA Midwinter 2021, the COVID-19 pandemic has necessitated an all-virtual meeting.

1491. Meeting logistics: Guajardo

Richard Guajardo also noted the historicity of the first virtual meeting and announced the use of the Zoom polling feature for votes. He reminded the audience of the session being recorded and a live transcript availability and reviewed the various options for interacting through the “Participants” feature. Due to a virtual setting, questions might be repeated for the sake of clarity.

1492. Introduction of members, liaisons, and representatives: Group

The **Chair** invited committee members, liaisons, and representatives to introduce themselves.

1493. Adoption of agenda: Chair

The **Chair** asked for a change to the agenda of moving Proposal on Changing Procedural Guidelines for Proposed New or Revised Romanization Tables. to 3:00 p.m. CST and Report from the Library of Congress Representative prior to the break if the meeting runs ahead of schedule.

The **Chair** invited a motion to adopt the agenda. **Kathryn Lybarger** moved, **Teressa Keenan** seconded, and the motion passed unanimously.

1494. Approval of minutes of meeting held at 2019 Annual Meeting: Chair [[Minutes of the meeting held at the 2020 ALA Midwinter Meeting in Philadelphia, Pennsylvania, January 25, 2020](#)]

The **Chair** explained that a draft of the minutes had been distributed to CC:DA prior to this meeting.

The **Chair** asked for any changes to the minutes. None were posed. The **Chair** invited a motion to accept the minutes as final. **Nancy Mitchell Poehlmann** moved, **Daniel Jergovic** seconded, and the motion passed unanimously.

1495. Report from the Chair [[Chair’s Report on CC:DA Motions and Other Actions, January-June, 2020](#)]

The **Chair** reported on CC:DA activities since ALA Midwinter:

- The following is a record of motions made and votes taken between January 1 and June, 2020
 - Motion to authorize NARDAC representatives to share the committee's responses to three papers
 - Motion to approve the revised CC:DA Procedures and send them to the CaMMS Chair for consideration by the CaMMS Executive Committee
 - Motion to authorize our NARDAC representatives to share the committee's responses to three further papers
- Five CC:DA Task Forces have been in operation between January and June
 - CC:DA Task Force on the "Proposal on Changing Procedural Guidelines for Proposed New or Revised Romanization Tables." Members are: **Peter Fletcher**, Chair, **Tatyana Chubaryan**, **Lori Lynn Dekydtspotter**, **Jian Lee**, **Robert Maxwell**, **Keiko Suzuki**, **Jia Xu**.
 - CC:DA 3R Task Force
 - Virtual Participation Task Force
 - CC:DA Procedures Review Task Force
 - CC:DA RDA Beta Toolkit Training Investigation Task Force
 - Cataloging Code of Ethics Feedback Task Force

The **Chair** invited a motion to confirm the activity of CC:DA between January and June 2020. **Lybarger** moved, **Glen Wiley** seconded, and the motion passed unanimously.

1496. Report from the CC:DA webmaster: **Guajardo**

Guajardo reported the following:

- Activity on the blog has been fairly routine and light. The site was not available on July 4-5, which has been resolved.
- A good deal of time was spent to prepare for the Zoom meeting. There will be confirmations for next week's meetings as well.

1497. Report from the Library of Congress Representative: **Polutta** [[Library of Congress Report](#)]

Melanie Polutta discussed highlights from her report posted on the CC:DA website. A fuller report is available at <https://www.loc.gov/ala>

The report includes information about the following:

- Due to the Coronavirus pandemic, the Library closed all its building and physical facilities on March 12, 2020. All public events are cancelled through September 1.

Beginning March 16, the Library directed all telework-enabled employees to work at home. The Library plans for reopening and restoration in three phases, first of which has been set to begin on June 22. The ABA Directorate has maintained production for all levels of cataloging in most subjects and all language groups.

- ABA and PTC staffing changes
- April 2020 Descriptive Cataloging Manual (DCM) and LC Guidelines updates
- LC-PCC PSs for the current RDA Toolkit remain frozen as a result of the 3R Project. A project team handles the conversion of the current policy statements to the new form needed for beta RDA Toolkit.
- The new policy to use the commonly identified titles for compilations of poetry by one agent will be applied as of June 1 by all cataloging units at the Library.
- During the pandemic, the Library has been able to produce as many CIP bibliographic records as it normally does. The CIP program also expanded e-book projects to staff across ABA, and the Music, Geography & Map divisions.
- In October-December 2019, the Library assigned 51,392 Dewey Decimal Classification (DDC) numbers to monograph and serial bibliographic records.
- A developing new system, ISSN Plus, for ISSN cataloging and database maintenance was demonstrated at the meeting of the ISSN General Assembly on April 30, 2020.
- Catalogers in the New Input Project upgrade PREMARC records as well as provide descriptions in original script for materials published in non-Roman scripts.
- The Library announced the availability of new BIBFRAME 2.0 components for converting BIBFRAME data to MARC on May 1.
- PTC is continuing to schedule and review SACO proposals and LC proposals that are based on CIPs during the pandemic and the resultant work-at-home-orders. LC proposals based on materials that are not CIPs are on temporary hold. SACO members may send an email to saco@loc.gov listing any unscheduled proposals from the period of mid-February-mid-March.
- Implementation of the LC bibliographic record control number (LCCN) in 670 \$w in authority records will occur in late June or July. Pertinent instruction sheets in the Subject Headings Manual have been revised, and the draft genre/form, medium of performance, and demographic group terms manuals also will be revised to reflect the new policy.
- The LCSH and Library of Congress Classification (LCC) trainings are available online on the Catalogers Learning Workshop. Questions may be directed to **Janis L. Young**.
- The 2020 PDF editions of LCSH, LCGFT, LCDGT, LCMPT and LCC schedules and tables were published in May.
- Several subject headings including COVID-19 (Disease) have been approved since ALA Annual.

Andrea Morrison thanked for the change in policy for the compilations of poetry and the classification training.

1498. Report from CC:DA Task Force to review the Proposal on Changing Procedural

Guidelines for Proposed New or Revised Romanization Tables: Fletcher [[Report: CCDA Task Force to review the Proposal on Changing Procedural Guidelines for Proposed New or Revised Romanization Tables](#)]

Fletcher reported the following:

- The task force questions if any of the general, technical and procedural details from the previous “Procedural guidelines” https://www.loc.gov/catdir/cpsd/romguid_2010.html are to be carried over or revised.
- The review board should coordinate the process.
- The procedure should specify that LC will notify the chairs of CC:DA and CC:AAM simultaneously that LC contacts the stakeholders in the communities.
- Slavic Cataloging and Metadata Committee of the ACRL European Studies Section should be the primary body to be contacted in connection with Slavic and East European Romanization tables. For languages spoken by smaller populations, LC and the communities would acquire necessary expertise. Multiple experts are needed for languages that have varying regional and local expression.
- Thirty-day period for feedback on a new or revised table is recommended when or if specific technical procedures are established or revised.
- LC revision document does not address the current procedures that LC already has. The information is on the website and could be included into the LC’s document.
- The role of CC:DA consulting with CC:AAM should be verified. Since CC:DA is not a language expertise group, it could coordinate language expertise from other communities on an as-needed basis.

Jessalyn Zoom explained that the new guidelines were created, not to alter the current procedure, but to revitalize the review process for the community to be able to collaborate; because of the staff shortage, the review process of changing Romanization tables had gone on hiatus. **Susan Morris** concurred with **Zoom**’s depiction of the situation. **Fletcher** made sure that the new procedures will be added to the old ones, which **Zoom** confirmed.

Fletcher heard from **Robert Rendell** that CC:AAM will vote on proposals for African and Asian languages, and other languages went through specialist groups, for instance, Slavic Cataloging and Metadata Committee of ACRL and were submitted to CC:DA. **Zoom** stated that LC will include the specialist groups in the new guidelines.

Zoom recounted issues raised at the last CC:AAM meeting, one of which is who constitutes the review board. **Fletcher** asked what the nature of the review board is, and whether there will be permanent members. He suggests that he speak with a CC:AAM representative to discuss alignment in recommendations. **Zoom** indicates that LC’s idea is to have a review board that serves at a higher level and oversees Romanization approval process and possibly to have an ad hoc committee in addition, which is in charge of the actual review process. **Fletcher** agreed with the idea.

Another issue raised at the last CC:AAM meeting is the consensus on combining recommendations from two task force reports (CC:DA and CC:AAM). **Fletcher** mentioned that CC:DA and CC:AAM were going to issue a joint report, which has not been materialized yet. **Zoom** asked about the role of CC:DA in working with LC and CC:AAM on future Romanization proposals.

Monday, July 13
2:00–4:00 p.m. Eastern/1:00–3:00 p.m. Central/11:00 a.m.–1:00 p.m. Pacific
Online

1499. Welcome and opening remarks: Chair

Amanda Ros, **Chair**, called the meeting to order at 1:01 p.m. CST, welcomed voting members, liaisons, representatives, and audience members and invited committee members, liaisons, and representatives to introduce themselves.

1500. Continuation of any discussion from previous meeting: Chair

The **Chair** asked for any discussion from the previous meeting. None was addressed.

1501. Report of the ALA Representatives to the North American RDA Committee: Hearn and Bourassa [[Report on NARDAC and RDA-Related Activities, January-June 2020](#)]

Stephen Hearn reported on NARDAC activities since ALA Midwinter:

- **Thi Bao Tran Phan** (Library and Archives Canada) replaced **Nathalie Mainville** as CCC Representative to NARDAC.
- NARDAC met monthly via GoToMeeting and facilitated a virtual discussion between PCC and RSC members regarding RDA conformance.
- Continued its work to develop a set of user-friendly display labels for RDA elements and continued to work on the exhibition curator proposal.
- **Damian Iseminger** (LC) and **Polutta** are participating in RSC's project to move instructions related to string encoding schemes (SESS) out of RDA into community spaces.
- **Thomas Brenndorfer** has been working on issues around pseudo elements.
- NARDAC worked with LC-PCC Task Group on Diachronic Works in the RDA Beta Toolkit.

- NARDAC's Terms of Reference document was reviewed in light of the Core transition.
- **Iseminger, Polutta, Hearn and Brenndorfer** participated in the RDA Toolkit Pre-Conference Workshop, **Hearn** chaired the RDA Forum, and **Dominique Bourassa and Brenndorfer** presented at ALA Midwinter. **Brenndorfer** presented the webinar in March 2020. **Bourassa** presented at the New England Technical Services Library Association (NETSL) Annual Conference in April and at the PCC Operations Committee Meeting in May.
- **Polutta and Paul Frank** presented on the LCC/PCC policy statement conversion project for the PCC Operations Committee Meeting. **Polutta** co-chaired with **Ryan Finnerty**, and **Bourassa** was a consultant on, the LC-PCC Task Group on Element Labels in the RDA Toolkit. **Hearn** co-chaired with **Manon Th  roux** the LC-PCC Task Group on Data Provenance in the RDA Beta Toolkit.
- LAC continues working on the mapping of RDA elements to MARC 21 for authorities. Provided training on RDA in Rwanda in January 2020.

Bourassa reported on RSC activities since ALA Midwinter:

- **Honor Moody** began her two-year term as Examples Editor in January 2020. **Iseminger** will replace **Gordon Dunsire** as Technical Team Liaison to the RSC and chair of the Technical Working Group as of January 2, 2021.
- The RSC continues to form the Africa, Asia and the Latin America and Caribbean RDA regions.
- Developed and adopted the RSC Action Plan 2020-2022, tied to the Strategic Plan for RDA 2020-2022.
- Held three asynchronous meetings in January, April and July. Next meeting is scheduled for October.
- In January, discussion of string encoding schemes, content elements, implementation scenarios and fast-track change recommendations were evaluated. In April, an interim report on application profiles in beta RDA Toolkit drafted by the Application Profiles Working Group and NARDAC's progress report on the use of unconstrained element labels were discussed. The RSC considered a discussion paper on representative expression of aggregating works, and one on community vocabularies in RDA Toolkit.
- Feedback on all publicly discussed proposal papers was gathered.
- The 3R Projects is in its final phase. The switchover date remains December 15. The project is focused on stabilizing RDA registry functionality and data, cleaning up the English text of RDA, beginning the publication of policy statements and translations, implementing decisions on content elements and expression excerpts and developing a sustainable method for presenting string encoding schemes.
- **Ramon Robinson** began as the new Marketing and Sales Manager of ALA Digital Reference in February.
- A major release of the beta RDA Toolkit was posted on April 29. The release includes the improvement of searching and filtering of element lists on the bottom of each entity page, the addition of a few sample of British Library and LC/PCC policy statements, the

development of a new section “Community vocabularies” in the “Resources,” the addition of a new expression element “color” and the improvement of the layout and wording of soft-deprecated and shortcut elements. A significant change involves the development of an area of the Toolkit to relocate instructions for string encoding schemes for the construction of access points.

- RSC did a lot of outreach at ALA Midwinter for the preconference, RDA Forum and RDA Linked Data forum. New Concepts webinar series repeated in February and March. The RSC Chair presented at the EURIG Annual Meeting and the PCC Joint Operations Committee Meeting in May.
- New videos about the beta RDA Toolkit and new RDA concepts as well as presentations are available on the RDA YouTube channel.
- The RDA lab series, taught by **Kate James**, is running from June 30 through December 8.
- NARDAC forum with 4-6 presentations will probably take place in August.

1502. Report on the CC:DA 3R Task Group, including discussion of revised proposal to add the RDA element curator agent of work: Stafford and Maxwell [[Proposal to add the elements “curator agent of work” and “curator agent of work of” to RDA](#)]

Maxwell reported the following activities since ALA Midwinter:

- The Task Group was created to help CC:DA respond to the 3R Project and remained in place as a sounding board for NARDAC to discuss proposed changes to RDA.
- In the last six months, the main project was the curator proposal, which was originally submitted by ARLIS.

Karen Stafford provided the following explanation on the proposal:

- The proposal is to add element sets “curator agent of work” and “curator agent of work of” as narrower elements to “related work of agent” and “related agent of work” to describe curators who play a role at the work level.
- Four possible ways to model the relationships between curators and catalogs as shortcuts are:
 - Shortcut between an agent and an exhibition corporate body
 - Shortcut between an agent and an item
 - Shortcut between agent and a manifestation
 - Shortcut between an agent and an exhibition as an aggregating work, which is preferred by ARLIS
- The task group is open for and expecting comments from the communities.

Bourassa described the process of how the shortcut proposal has been created. **Maxwell** asked to explain again the whole concepts of shortcuts and how they work. **Bourassa** explained that a

shortcut is a way to elide over entities that are not of interest for the purposes of description, for example, going from “manifestation” to “work.” **Maxwell** asked what the significance of the four is. **Brenndorfer** pointed out that it would be ideal to have a single option although it helps to show the variants.

Bourassa mentioned that the proposal is shared with LC and CCC. The proposal should be reviewed, sent to NARDAC and then to RSC and will be presented in October.

Everett Allgood discussed the role of curator being more integral to the exhibition and asked why the element is at the item level, not at a higher level. **Bourassa** elaborated that the exhibition is considered a single item even if it is an aggregate of singular items; however, it depends on what work is being described; the goal is to create a mechanism of linking curators to exhibition catalogs without changing definitions of other entities. She also mentioned that RSC is looking into creating a new entity for events.

Morrison found the proposal very important and strongly supported it.

1503. Report of the MAC Representative: Myers [[Report of the MAC Liaison](#)]

Myers reported the following activities since ALA Midwinter:

- MAC met virtually on June 30-July 3.
- Five proposals (2020-03-07) and ten discussion papers (2020-DP08-DP17) were taken up. The proposals passed with some amendments. The discussion papers are anticipated to return as papers.
- Nine out of fifteen dealt with RDA elements, such as “Manifestation Statement,” “Extension Plan for Bibliographic Works,” “Expression Dates,” “Mode of Issuance for Manifestations” and “Type of Binding for Manifestation.”

Maxwell asked if we still have no idea how MARC is going to deal with representative expressions. **Myers** expected to see future papers addressing the issue.

1504. Report of the PCC liaison: Allgood [[PCC Report for CC:DA at ALA Annual Virtual Meeting, June 2020](#)]

Allgood discussed highlights from his report posted on the CC:DA website. A fuller report is available from the PCC web page at <https://www.loc.gov/aba/pcc/>

The report includes information about the following:

- The Task Group to Support Expansion of PCC Cataloging in Sinopia and the Task Group on PCC Sinopia Application Profiles were formed.
- PCC is working with LC on policy statements for the new RDA Toolkit.

- A virtual meeting to take the place of at-large and participants is scheduled for August 18.
- SCA completed the Minimally Punctuated MARC Bibliographic Record Guidelines and created a pilot mapping between Appendix I relationship designators in existing RDA Toolkit and relationship elements in beta RDA Toolkit. It has been working on environmental scan of tools/services available for generating IRIs and mapping between Wikipedia properties and MARC 21 authority format.
- SCS revised the Provider-Neutral guidelines, considered revisions to DCM Z1 for 368, 373, 382, 388, 667, 672 and 678 and has been providing input to PoCo on policy issues concerning diachronic works and element labels in the beta RDA Toolkit and issues on treatment of non-human personages and pseudonyms.
- Task Group on Language Codes, which reports to SCS, was formed to consider the use of alternative code lists, such as ISO 690-3.
- LC and SCS collaborated to add demonyms to geographical entities in id.loc.gov.
- Task Group on Supplements and Special Numbers to Serials revised policy statement on 2.12 and drafted new PSs concerning supplement and special issues.
- SCS plans to consider how best to align BIBCO practices on use of surrogates with CONSER practices; received a submission from Council on East Asian Libraries (CEAL) on Taiwanese access points but has deferred consideration until RDA revision timelines become clearer; received briefings from **Kathy Glennan** at ALA Midwinter on changes to RDA Toolkit as a result of the 3R Project and has been in regular communication with LC PTCP; met with the chair of the LD4 Wikidata Affinity Group, **Hilary Thorsen** and with OCLC's **Nathan Putnam** to discuss the potential impact of Wikidata and OCLC's entity backbone project on cataloging and authority practice; plans to continue discussions with the SAC Subcommittee on Faceted Vocabularies (SSFV) on implications for PCC policy.
- Several SCS members continue to participate in the PCC URIs in MARC pilot.
- FAST Training for PCC Task Group was formed in June and began their work.
- LRM Training Task Group has completed twelve training modules.
- NACO Participants' Manual Task Group was formed at ALA Midwinter and has completed a draft revision of the manual, which was shared with SCT in June.
- SCT RDA 3R Training Task Group: Monographs will be formed this summer.
- Minimal Punctuation Training Task Group posted training slides in January and revised it in April.
- Sinopia Training Task Group has completed the first half of the module.
- URI Training Task Group has prepared training materials for use initially by members of the PCC URIs in MARC Pilot. Training slides on Real-World Objects (RWO) are nearly complete.
- PCC URIs in MARC Pilot Project's notable progress to date includes the outline of Linked Data Best Practices recommendations and introduction to reference documents, Demo of Authority Toolkit URIs functionality, MarcEdit demonstrations, introductions to OCLC Connexion and Record Manager functionality and initial discussion of examples, use cases and best practices for URIs in bibliographic records.

Hearn asked how to reconcile RDA, BIBFRAME and MARC within an environment of plurality and if we will end up with hybridity. **Allgood** answered that RSC's treatment of string encoding schemes is an effort to allow for plurality within a common content standard, and RDA is the trunk that leads to different branches, but the application of how that description is built may differ in particulars.

Glennan stated: RSC will only develop content in RDA; administrative metadata and subject cataloging standards fall outside of its scope; RDA will serve as an anchor with communities forming variations; they will be RDA descriptions provided that they are compatible; if we can assert data provenance on MARC record fields instead of the record as a whole, we can allow identification of what parts are RDA-compliant; community guidance is going to help us figure out what we use in a practical situation.

*Wednesday, July 15
1:00–3:00 p.m. Eastern/12:00–2:00 p.m. Central/10:00a.m.–12:00 p.m. Pacific
Online*

1505. Welcome and opening remarks: Chair

Amanda Ros, **Chair**, called the meeting to order at 12:01 p.m. CST, welcomed voting members, liaisons, representatives, and audience members and invited committee members, liaisons, and representatives to introduce themselves.

1506. Continuation of any discussion from previous meeting: Chair

The **Chair** asked for any discussion from the previous meeting. None was addressed.

1507. Work and plans for CC:DA: Chair

Survey about CC:DA functions under Core: **Chair**

- The **Chair** asked whether CC:DA should update the charges and reach out to LITA and LLAMA.
- **Myers** found the current charge pretty solid; therefore, only communicating with the Core leadership would be sufficient for the moment.
- **Timothy Ryan Mendenhall** suggested that the LITA Metadata Standards Committee be a potential partner. **Heather McIntosh** asked if the committee is combined with the sam

committee in ALCTS. The **Chair** pointed out that it has already become a joint committee upon the merger.

- **Myers** indicated that the successor to CaMMS is able to assess continuity for committees, interest groups and sections, and some work will need to be done on the part of the hierarchy within Core to address the representation in CC:DA. There will be six sections in Core: Access and Equity, Leadership, Metadata and Collections, Operations and Buildings, and Technology. For further details, see <https://core.ala.org/sections/>.
- **Bourassa** noted that new committees in Core are welcome to join CC:DA if their work intersects with the interests of CC:DA. The **Chair** mentioned that there was no imperative for CC:DA to merge with any other LITA/LLAMA committee or interest group.
- **Wiley** suggested that this should be a future agenda item after Core begins operating.
- **Myers** stated that, since there is no representation from LITA or LLAMA, this suggests that CC:DA thus should serve a distinct need and function.

The **Chair** asked if there is any task force to be disbanded. None was addressed.

Cataloging Code of Ethics Feedback Task Force: **Chair**

- The task force has not formed membership yet because of disruptions to schedule caused by the pandemic. The document was presented on June 10. The **Chair** will reach out to those who initially volunteered. Those who are interested should contact the **Chair** within a few weeks.

CC:DA Procedures Review Task Force: **Myers**

- The task force completed the Procedures document and is working on the second document concerning representation on the committee.
- Other documents worked on are one dealing with the international descriptive cataloging standards and another dealing with submission.

CC:DA 3R Task Force: **Maxwell**

- The task force has completed the initial assignment, which was to comment on the changes in the 3R Project, and served as a sounding board for NARDAC representatives.
- **Bourassa** would like the task force to continue since the 3R Project has not been completed. The **Chair** pointed out that the task force charge might be revised in the future.

Virtual Participation Task Force: **Guajardo**

- The task force had worked out a lot of the logistics. **Guajardo** thought that a logistics team was needed, which could be another task force or an additional intern, and the task force should be continued with the **Chair**, webmaster and two or three interns. In terms of adding an intern, **Myers** reminded that the interns' duties are specified in the community charge and procedures, which have to be modified to implement the change.
- Currently meetings are handled via Texas A&M University Zoom account. **Bourassa** pointed out that the current arrangement might not be sustainable in the future although it was effective this time. **Myers** shared his experience with Zoom and GoToMeeting and found Zoom more flexible, but Zoom's cloud storage is limited.
- The **Chair** created the CC:DA folder for meeting materials in TAMU Google Drive, which replaced Dropbox. Cloud recordings are not accessible unless downloaded. Files are to be deleted once the minutes are approved. **Mendenhall** suggested that it would be worth including questions regarding platforms and storage in the survey. **Bourassa** recalled that ALA stored files for CC:DA in the past, which is an option to be considered.
- The **Chair** reminded that the ALA conference attendance was not required to attend virtual meetings. This may be subject to change.

CC:DA RDA Beta Toolkit Training Investigation Task Force: **Wiley**

- The timeline has been slowed because of the pandemic. There were more opportunities for RDA training available for free or for fee.
- **Wiley** asked for guidance or feedback on how and whether the task force should continue. Both **Myers** and the **Chair** valued the work done by the task force and advocated for the continuation.

CC:DA Task Force on the "Proposal on Changing Procedural Guidelines for Proposed New or Revised Romanization Tables": **Fletcher**

- Two issues came up in the course of reviewing the LC procedure for revising Romanization tables. One was whether LC was going to revise all of their procedures. Another is the CC:AAM voting independently on the languages in their scope.
- The task force has worked on revision of the report. The main goal is to revitalize the process and establish a review board to help facilitate the process. The task forces of CC:DA and CC:AAM will meet soon.
- The **Chair** would like to know what happens with a joint report and what possible next step for CCDA could be. **Fletcher** is willing to share ideas with the task force and the **Chair**.
- **Xu**, who joined both task forces of CC:DA and CC:AAM, indicated that **Nicole Ream-Sotomayor**, the chair of CC:AAM 2019-2020, was going to reach out the **Chair**

regarding the joint report. The **Chair** will touch-base with **Ream-Sotomayor** and communicate with **Fletcher** after he meets CC:AAM Task Force.

- **Bourassa** suggested that both task forces should work together, review and revise the report, which should be send to LC by the task force chairs.

Task Force to Respond to the “Best Practices for Recording Faceted Chronological Data in Bibliographic Records”: **Chair**

- The **Chair** read **Adam Schiff**'s email regarding Best Practices for Recording Faceted Chronological Data in Bibliographic Records (Version 0.9) published by the SAC's Subcommittee on Faceted Vocabularies (SSFV), inviting feedback due on August 31. The document is available at: <https://alair.ala.org/handle/11213/14591>. The **Chair** asked whether we would form a task force for this. **Bourassa** and **Wiley** agreed on forming a task force. The **Chair** would like to develop the charge and then vote on it. She reminded that the task-force chair has to be a CC:DA voting member.
- **Schiff** explained that the best practices have been approved by SAC, and the final preliminary version has been sent to other groups for feedback.
- **Morrison** asked if a deadline for the charge should be put. It was set for July 20.
- The **Chair** invited a motion to create a task force to provide SSFV with a CC:DA's formal response on “Best Practices for Recording Faceted Chronological Data in Bibliographic Records.” **Lybarger** moved, **Keenan** seconded, and the motion passed unanimously. The **Chair** will call for volunteers.

1508. **Other new business; reports from the floor; announcement of next meeting, and adjournment: Chair**

Bourassa reminded the members of adding comments to the curator proposal RDA by the end of July.

The revised procedure enables CC:DA to have more frequent virtual meetings. For instance, CC:DA meeting schedule can be aligned with that of RSC or NARDAC if preferred. The implementation of the change will be further discussed in the future.

Maxwell agreed to serve as a member of the task group, which SCT is preparing to charge, to begin examining and developing training for RDA 3R, and the liaison to CC:DA.

The **Chair** and most of voting members will continue to serve for CC:DA until November. **Keenan** will end her term as of the end of July.

The next meeting dates are not determined yet. It is going to be scheduled within three weeks of the official ALA Midwinter 2021 (January 22-26).

The **Chair** adjourned the meeting at 1:53 p.m. CST.

Respectfully submitted,
Tina Marie Maes, Intern
Kumiko Reichert, Intern