

**Association for Library Collections & Technical Services  
(A division of the American Library Association)  
Cataloging and Classification Section**

**Committee on Cataloging: Description and Access**

**Chair's Report on CC:DA Motions and Other Actions  
June 26, 2007–December 15, 2007**

## Motions and votes

The following is a record of motions made and votes taken between January 26 and December 15, 2007:

- A. *5JSC/RDA/Part A/Chapter 3/Rev/ALA response [RDA: Resource Description and Access, Part A – Constituency Review of March 2007 Draft of Chapter 3; July 13, 2007]:*** The motion was that CC:DA authorize an ALA response to 5JSC/RDA/Part A/Chapter 3/Rev based on the outline sent to CC:DA on July 9, 2007 by the ALA Representative to the JSC, comments collected in the CC:DA wiki (including submissions from the U.S. RDA comment form), and discussion by CC:DA both at ALA Annual 2007 and via email. There were seven votes yes and zero votes no; the motion carried.
- B. [Vote on forwarding PCC proposal on optional series transcription; July 30, 2007]:** The motion was that the ALA representative to the JSC forward the PCC proposal on the optional transcription of series information as conveyed in the file pcc3.doc to the JSC for its consideration. There were one vote yes and five votes no; the motion was defeated.
- C. *5JSC/LC/8/Chair follow-up/ALA response [Bible Uniform Titles; August 1, 2007]:*** The motion was that CC:DA authorize an ALA response to the JSC's tentative decision relating to 5JSC/LC/8 (Bible uniform titles), based on the outline sent to CC:DA on July 30, 2007 by the ALA Representative to the JSC, and discussion by CC:DA. There were six votes yes and zero votes no; the motion carried.
- D. *5JSC/CILIP/5/ALA response [Removal of "introductory words" instruction; August 30, 2007]:*** The motion was that CC:DA oppose 5JSC/CILIP/5, the "Removal of 'Introductory words'" instruction, with the response to be based on comments collected in the CC:DA wiki and discussion by CC:DA. There were seven votes yes and zero votes no; the motion carried.
- E. *5JSC/CILIP rep/1/ALA response [IME ICC 5.2.4 Forms of Uniform Titles; September 1, 2007]:*** The motion was that CC:DA authorize an ALA response to 5JSC/CILIP rep/1 (IME ICC 5.2.4 Forms of Uniform titles), based on comments by CC:DA collected in the CC:DA wiki, and discussion by CC:DA. There were six votes yes and zero votes no; the motion carried.

- F. [Vote on including specific recommendations as outlined in the draft of 5JSC/CILIP/5/ALA response; September 12, 2007]:** The motion was that CC:DA authorize including recommendations 1-3 from the JSC Rep's draft response to 5JSC/CILIP/5 in the official ALA response to 5JSC/CILIP/5. There were three votes yes and four votes no; the motion was defeated.
- G. 5JSC/RDA/Part A/Chapters 6-7/Rev/ALA response [RDA: Resource Description and Access, Part A – Constituency Review of June 2007 Draft of Chapters 6–7; September 14, 2007]:** The motions was that CC:DA authorize an ALA response to 5JSC/RDA/Part A/Chapters 6-7/Rev based on: the email message "Major issues in the response to RDA Chapters 6 & 7" written by the ALA representative to the JSC and posted to the CC:DA email list on September 12, 2007; comments by CC:DA collected in the CC:DA wiki; comments collected from the public via the RDA form that was available on the ALCTS Website; and discussion by CC:DA. There were six votes yes and zero votes no; the motion carried.

## Other actions

- ***Review of Drafts of RDA, Part A, Chapter 3 Revised, and RDA, Chapters 6-7, Revised plus other related JSC documents***

During this time period CC:DA reviewed proposals from other JSC constituencies and responded to the drafts of RDA, Part A, Chapter 3, Revised and RDA, Chapters 6-7, Revised. The comments on the draft of RDA, Part A, Chapter 3, Revised had been gathered and compiled before the CC:DA meetings in Washington, D.C., but a final vote was not taken. In early July, the ALA representative summarized issues to be raised in the ALA response and CC:DA discussed and voted on authorizing the response (see A above).

For the other JSC documents comments for the review process were gathered in the CC:DA wiki. Deadlines for comment entry were:

- August 12: Chapters 6-7, Revised comments made by CC:DA members and the public
- August 26: *JSC/CILIP rep/1 IME ICC 5.2.4* Forms of Uniform titles comments
- August 26: *5JSC/CILIP/5* Removal of "Introductory words" instruction comments

Comments on the draft of Chapters 6-7, Revised from non-CC:DA members in the United States were gathered using a form on the ALCTS website. Comments submitted via the form were emailed to the chair and interns and were entered into the CC:DA wiki. The deadline for submission was August 8 to allow time to enter the comments into the wiki by August 12 for review by CC:DA members.

- ***Response to the Draft of Functional Requirements for Authority Data***

The report of the Task Force to Review the Draft of *Functional Requirements for Authority Data* was discussed by CC:DA at the 2007 ALA Annual Conference. Using the report as the basis for the response and incorporating discussion from the Annual Conference, the ALA response to the draft of *Functional Requirements for Authority Data* was sent to the IFLA

Working Group on Functional Requirements and Numbering of Authority Records on July 13, 2007.

Once the response was sent to the IFLA working group, the charge of the Task Force to Review the Draft of *Functional Requirements for Authority Data* was complete. On July 20, 2007 the task force was officially discharged. The members of the task force were: Manon Théroux (chair), Everett Allgood, Sherman Clarke, Kathy Glennan, Robert L. Maxwell, and Martha Yee.

- ***ALCTS Task Force on Non-English Access -- Recommendations 3 and 4***

In the report of the ALCTS Task Force on Non-English Access two recommendations specifically mentioned action by CC:DA. Members of the steering group responsible for following up on the recommendations in the report requested that CC:DA indicate how it plans to work on the two recommendations.

Recommendation 3 of the task force report states "Charge CC:AAM and/or the Committee for Cataloging: Description and Access (CC:DA) to work with the Program for Cooperative Cataloging (PCC) to review and update the core level supplement on "Guidelines for Multiple Character Sets" (see: <http://www.loc.gov/catdir/pcc/bibco/coreintro.html#9>). Parties charged with carrying out this recommendation are permitted to request assistance from organizations with language expertise, both within and outside ALA." CC:DA contacted Joan Schuitema, the chair of the PCC Standing Committee on Standards. Since the recommendation concerns reviewing and updating a PCC standard, the PCC Standing Committee on Standards is reviewing the document in the context of the Report by the ALCTS Task Force on Non-English Access. On Monday, January 14, 2008 a PCC Standing Committee on Standards representative will report to CC:DA on the status of the review of the guidelines document. CC:DA has offered to work with PCC as needed.

Recommendation 4 states "As Resource Description and Access (RDA) is developed, it is recommended that CC:DA and CC:AAM consider and comment on any impact that the new rules will have on cataloging non-English materials. This review should be referred to appropriate liaisons and groups when appropriate language expertise is lacking." Since this kind of review is part of the on-going work of CC:DA, CC:DA decided to use the minutes of CC:DA meetings and the CC:DA wiki to follow the progress on this recommendation.

- ***Public CC:DA email discussion list***

As announced at ALA Annual 2007, there were two difficulties with the email discussion list that would be open to public subscription with posting restricted to CC:DA members. The problems were that the list was not archiving and the system does not send a message back to the person or indicate in anyway that a message to the list isn't going to be posted. In anticipation of the email discussion list software being upgraded in November 2007, CC:DA deferred announcing the public email discussion list until the after the software upgrade. The latest information is that the upgrade will not be complete until after Midwinter 2008. The description of the list for the ALA site and the welcome message are being configured. If CC:DA would like to go ahead with the public email discussion list even with the difficulties, it should be possible for an announcement to be sent out by Jan. 25, 2008.

- ***CC:DA Webmaster Appointed***

In October Patricia Hatch was appointed to serve as CC:DA's webmaster through ALA Annual 2010. She is working with Christine Taylor of the ALCTS office to migrate the CC:DA website from Penn State to ALA hosted servers once ALA is ready to host the web pages. Patricia was also appointed to the Task Force on CC:DA's Internal and External Communication.

Patricia is working closely with John Attig as he will continue with some webmaster duties until the transition from Penn State servers is complete. The hope is that the transition will ease the workload for John, eliminating worry about the CC:DA website while performing his ALA representative responsibilities. There will be a webmaster report at Midwinter with an update on the status of this migration.

- ***Task Force on Specialist Cataloguing Manuals Revised Charge***

As a result of the October JSC meeting, the charge for the Task Force on Specialist Cataloguing Manuals was revised. The JSC asked that two additional lists of resources be included in that task force's work. Because of the additions, the deadline for the submission of the task force report was changed to December 17, 2007. The report will be discussed at the Midwinter meeting.

- ***Task Force to Maintain the CC:DA Publication "Differences Between, Changes Within" Discharged***

The revision of "Differences Between, Changes Within" was published and announced October. This was the final item for the task force to complete. The task force was officially discharged in December. The task force, and particularly its chair, worked very hard in completing its charge. The members of the task force were: Kevin Randall, Chair; Everett Allgood; Jean Altschuler; Lynnette Fields; Judith Kuhagen; Rhonda Lawrence; John Radencich; Keith Trimmer; Cynthia Whitacre; and Mary Woodley.

- ***Archiving of CC:DA Confluence Documents***

The CC:DA documents created using Confluence, a document collaboration software package, hosted by the Davidson Library, University of California, Santa Barbara (UCSB) have not been migrated to an ALA server. An IT contact person from UCSB has been identified. Discussions with ALCTS staff concerning details of the migration are on-going. Mary Larsgaard at UCSB has been contacted about the delayed migration from the UCSB servers.