

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**

**Minutes of the meeting held at the  
2014 ALA Annual Conference in Las Vegas, Nevada  
June 28 and June 30, 2014**

**Members present:**

Peter J. Rolla, Chair  
Dominique Bourassa  
Patricia M. Dragon  
Mary Anne Dyer  
Steve Kelley  
Sandra Macke  
Robert Rendall  
Larisa Walsh

Melanie Polutta, CC:DA Webmaster  
Elyssa Sanner, Intern  
Laurie Neuerburg, Intern [Saturday only]

**Ex-officio representatives present:**

Kathy Glennan, ALA Representative to the Joint Steering Committee  
Glenn Patton, OCLC  
Dave Reser, Library of Congress

**ALA Liaisons present:**

Jennifer W. Baxmeyer, ALA/ACRL  
Richard Guajardo, ALA/GODORT  
Richard Hasenyager, Jr., ALCTS/CaMMS/CCM  
Yoko Kudo, ALCTS/CaMMS/CC:AAM  
Francis Lapka, ALA/ACRL/RBMS  
Robert Maxwell, ALCTS/CaMMS/Subject Analysis Committee  
John Myers, ALCTS/LITA/RUSA MAC  
Nathan B. Putnam, ALCTS/MIG  
Randy Roeder, ALCTS/PARS  
Adolfo Tarango, ALCTS/CRS  
Ken Wade, ALA/RUSA

**Non-ALA Liaisons:**

Allison Hausladen, ARLIS/NA  
Diane Hillmann, DCMI [Saturday only]

John Hostage, AALL  
 Dorothy McGarry, SLA  
 Kelley McGrath, OLAC  
 Cory Nimer, SAA  
 Lori Robare, PCC  
 Tracey Snyder, MusLA  
 Amanda K. Sprochi, MedLA  
 Jay Weitz, IFLA

**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/liaisons 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/liaisons 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 “liaisons” are used.
- V. Abbreviations and terms used in these minutes include:

**AACR2** = Anglo-American Cataloguing Rules, 2nd ed., 2005 revision

**AALL** = American Association of Law Libraries

**AASL** = American Association of School Librarians

**ABA** = LC Acquisitions and Bibliographic Access Directorate

**ACRL** = Association of College and Research Libraries

**ALA** = American Library Association

**ALCTS** = Association for Library Collections & Technical Services

**ARLIS/NA** = Art Libraries Society of North America

**ARSC** = Association for Recorded Sound Collections

**ATLA** = American Theological Libraries Association

**CaMMS** = ALCTS/Cataloging and Metadata Management Section

**CC:CCM** = ALCTS/CaMMS/Cataloging of Children’s Materials Committee

**CC:DA** = ALCTS/CaMMS/Committee on Cataloging: Description and Access

**CDS** = LC Cataloging Distribution Service

**CETM** = ALCTS/CaMMS/Continuing Education Training Materials Committee  
**CETRC** = ALCTS/CaMMS/Education, Training, and Recruitment for Cataloging Committee  
**CIP** = Cataloging in Publication  
**CLA** = Catholic Library Association  
**CoP** = Committee of Principals for RDA  
**DC** = Dublin Core  
**DCMI** = Dublin Core Metadata Initiative  
**FRAD** = IFLA's *Functional Requirements for Authority Data*  
**FRBR** = IFLA's *Functional Requirements for Bibliographic Records*  
**FRSAD** = IFLA's *Functional Requirements for Subject Authority Data*  
**GODORT** = ALA/Government Documents Round Table  
**HTML** = Hypertext Mark-up Language  
**ICP** = IFLA's International Cataloging Principles  
**IFLA** = International Federation of Library Associations and Institutions  
**ILS** = Integrated library system  
**ISBD** = *International Standard Bibliographic Description*  
**ISO** = International Organization for Standardization  
**JSC** = Joint Steering Committee for Development of RDA  
**LC** = Library of Congress  
**LITA** = Library & Information Technology Association  
**MAGERT** = Map and Geography Round Table  
**MARBI** = ALCTS/LITA/RUSA Machine-Readable Bibliographic Information Committee  
**MARC** = Machine-Readable Cataloging  
**MedLA** = Medical Library Association  
**MIG** = ALCTS/Metadata Interest Group  
**MusLA** = Music Library Association  
**NAL** = National Agricultural Library  
**NASIG** = North American Serials Interest Group  
**NISO** = National Information Standards Organization (U.S.)  
**NLM** = National Library of Medicine  
**NRMIG** = Networked Resources and Metadata Interest Group  
**OLAC** = Online Audiovisual Catalogers  
**PARS** = ALCTS/Preservation and Reformatting Section  
**PCC** = Program for Cooperative Cataloging  
**PLA** = Public Library Association  
**RBMS** = ACRL/Rare Books and Manuscripts Section  
**RDA** = *Resource Description and Access*  
**RUSA** = Reference and User Services Association  
**SAC** = ALCTS/CCS/Subject Analysis Committee  
**SKOS** = Simple Knowledge Organization System  
**SLA** = Special Libraries Association  
**XML** = Extensible Markup Language  
**WEMI** = Work/expression/manifestation/item, the FRBR group 1 entities

*Saturday, June 28, 1:00-5:30 p.m.  
Flamingo Las Vegas, Virginia City I & II*

#### **1270. Welcome and opening remarks**

Peter Rolla, **Chair**, called the meeting to order at 1:01 p.m., and welcomed committee members, liaisons, representatives, and audience members.

The **Chair** announced that at the end of this meeting he will have fulfilled his term and that Robert Rendall will be taking over as Chair.

#### **1271. Introduction of members, liaisons, and representatives** [[CC:DA/Roster/2014](#)]

Committee members, liaisons, and representatives introduced themselves. The **Chair** passed the roster sheet for members to initial and correct, if necessary, and an attendance sheet for visitors.

#### **1272. Adoption of agenda** [[CC:DA/A/69](#)]

The **Chair** asked for comments, changes, or additions to the agenda. There were no comments. The agenda was adopted.

#### **1273. Approval of minutes of meeting held at 2014 Midwinter Conference, Jan 25 and 27, 2014** [[CC:DA/M/1247-1269](#)]

The **Chair** asked for comments, changes, or additions to the minutes. There were no comments. The minutes were approved.

#### **1274. Report from the Chair** [[CC:DA/Chair/2014/1](#)]

The **Chair** briefly explained the votes taken by email since Midwinter. The first vote concerned the Romanization Table for Romanian (in Cyrillic), and the second addressed a proposal to revise Date of Manufacture instructions. The **Chair** called for a motion to officially confirm and approve the votes. Dragon moved to approve both votes, and they were seconded by Bourassa. The motion passed. The two votes were officially recorded.

The **Chair** noted that CC:DA's deadline for completing and voting on proposals is July 18. Members may be called on to vote via email before that deadline on proposals not completed at this meeting.

#### **1275. Report from the Library of Congress Representative: Reser** [[Library of Congress Report, ALA 2014 Annual Conference](#)]

**Reser** outlined personnel changes at LC. Linda Stubbs, Chief of the Germanic and Slavic division, retired at the end of March. Julianne Beall, consulting Dewey editor, also retired, but she still volunteers part-time. William Tuchrello, the field director for Southeast Asia in the

Jakarta Office, has retired. Linda Geisler is now chief of the Anglo division. She was formerly head of children's literature. The new chief of the Asian and Middle Eastern Division is Randall Barry.

Other announcements:

- Les Hawkins, CONSER Coordinator, received the Ulrich's Serials Librarianship Award. Judith Cannan, Chief of the Cooperative and Instructional Programs Division, received the FAFLRT Achievement Award from the ALA Federal and Armed Forces Libraries Round Table.
- The budget looks more promising than it did this time last year.
- The user interface of Cataloger's Desktop is being overhauled and simplified. Implementation is planned for mid-September.
- Malayalam and Non-Slavic Languages (in Cyrillic Script) romanization tables were revised. Three revision proposals are still in development: Tibetan, Uighur, and Mongolian. Two new tables were approved: a Coptic table and a Romanian (Cyrillic script) table. They are available on LC's website as well as Cataloger's Desktop.
- The *RDA Toolkit* release in February of 2014 contained 28 new, deleted, or revised *LC-PCC Policy Statements*. The April 2014 release, which incorporated the annual update to RDA, had a much larger impact on the *LC-PCC PSs*—62 statements were created, revised or cancelled. The largest category was to keep in sync with renumbered section of RDA (28 changes), other revisions to RDA (15 changes), and cancelled statements that were no longer needed due to changes to RDA (14 statements).
- Name and subject authority records are being updated for Malaysia because Malaysia was removed from the list of federations in RDA 16.2.2.9.
- The RDA training materials produced so far assumed knowledge of AACR2; new training is being developed for catalogers unfamiliar with AACR2.
- There is a new version of LC's online catalog at <http://catalog.loc.gov>. The old user interface will be available for a limited time at <http://catalog2.loc.gov>.
- BIBFRAME is now in a test implementation phase. A BIBFRAME Editor interface was made available for download in April for testing purposes.

**1276. Report of the ALA Representative to the Joint Steering Committee: Glennan [[Report on JSC Activities, January-June 2014](#)]**

**Glennan** summarized JSC activities from November to June. The activity level was high with weekly reminders of deadlines to meet until the April update was finalized. The JSC updated the three-year draft of the strategic plan for RDA and the work plan.

Other announcements:

- The JSC has four new or continuing working groups: the Places Working Group, the RDA/ONIX Framework Working Group, the JSC Technical Working Group, and the Music Working Group. The RDA Examples Working Group was disbanded. The JSC is reviewing a draft of the RDA Examples Guide.

- Since another website has been discovered that is almost replicating documentation available on the JSC website, be aware that the JSC website contains final proposals, official changes, and the *RDA Element Analysis Table*. The JSC website is also the home for policies and procedures, including explanations of how to write a proposal.
- The growth of RDA is international, and therefore, RDA needs to better accommodate an international viewpoint. There will be a wider discussion in this summer and in fall. **Glennan** will monitor the conversation and will advise CC:DA about whether it is necessary for CC:DA to weigh in on the discussion.
- The RDA toolkit updated [www.rdaregistry.info](http://www.rdaregistry.info).
- The August update of the RDA Toolkit is the German update. The October update will include fast tracks, policy statement updates, and the French update.
- A new publishing system for the RDA Toolkit is in development and testing.
- There may be potentially big changes for RDA discussed at the November JSC meeting, including changes to the interface of the RDA Toolkit.
- Fast track deadlines happen three to four times per year, and the next fast track deadline for proposals and discussion papers is July 18.

### 1277. Follow-up on proposals originally presented at Midwinter: Glennan

#### a. Clarifying instructions for Sequences of Plates (RDA 3.4.5.9) [[CC:DA/JSC Rep/KPG/2014/3](#)]

**Glennan** articulated that this proposal is meant to clarify complicated instructions for recording sequences of plates and to make the definition of plates easier to understand.

Suggestions from blog comments included:

- Revisions to the definition of plate
- Placing the definition of plate at the beginning of 3.4.5.9
- Removing “If the resource has leaves or pages of plates and the plates do not form part of either the preliminary or the main sequences of leaves, pages, or columns” from 3.4.5.9.
- Changing 3.4.5.9 to “When the sequence or sequences of plates in a resource are unnumbered, record the number of leaves or pages of plates using the appropriate terms...”
- Changing the optional addition to “If considered important for identification or selection, record the number of unnumbered leaves or pages of plates.”
- **Glennan** raised a question about how to handle multiple illustrations on an unnumbered leaf or page.

Discussions during the meeting included:

- The reason for including an optional addition in 3.4.5.9.2 was questioned. **Glennan** responded that the optional addition could be interpreted either way and meet RDA standards.
- The optional addition could come after the recording sequence instructions. **Glennan** explained that the optional addition is the opportunity to make a decision about recording

the sequence or not. Then, if needed, there are instructions about how to record a sequence.

- The glossary definition of plate should be revised because the “If, then” statement under 3.4.5.9 effectively acts as a redundant definition of plate.
- The “If” conditions under 3.4.5.9 are confusing and inconsistent with other RDA instructions.
- If the “If” conditions are removed, then that makes the optional addition an alternative, not an optional addition. The **Chair** concurred.
- **Glennan** inquired whether a case of recording unnumbered pages with more than one image per page requires clarification. The response was that for sake of consistency, the number of leaves or pages should be recorded rather than the number of images. The number of images can be put into a note, if it is important.
- If the sequence of plates is complex or irregular, then a note should be made. An example of a note for plates describing more than one image per page may be helpful.
- *Descriptive Cataloging of Rare Materials (Graphics)* has relevant example notes about plates with more than one image per page.
- While the suggestions about an example note are worthwhile, a note example is not within the scope of the proposal under discussion.
- **Glennan** requested input about whether the definition of plates should include “the text of the volume” or “the rest of the volume.”
- “Text” should be avoided to prevent confusion when cataloging a volume composed primarily of images.
- The **Chair** observed that there is agreement that the definition should not use the word “text.”

Enough issues were raised that a vote was not taken on this proposal. The **Chair** advised that a vote could be taken on an amended proposal before July 18.

#### **b. Clarifying core element status in Distribution and Manufacture Statements (RDA 2.9 and 2.10) [[CC:DA/JSC Rep/KPG/2014/5](#)]**

The **Chair** remarked that there was positive feedback on the blog regarding this proposal, which addresses a problem dubbed “the cascading vortex of horror.”

**Glennan** introduced the proposal, which offers guidance about recording unknown data in the Distribution and Manufacture elements.

Suggestions from blog comments included:

- The “source outside the resource” sentences are not needed in the newly added sub-instructions.

Discussions during the meeting included:

- The distribution and manufacture rules deal with place, corporation, and date, while the publication rule seems to be incomplete because it deals only with place. **Glennan**

relayed that there are rules for publisher and date of publication already in place, and the background statement should be edited to make clear that those are already covered.

- It is not desirable to record statements such as [Place of publication not identified], as this is the only area where unidentifiable information is not left blank. In response, **Glennan** explained that this is proposal is to clarify existing practice, not to change it.
- **Hillmann** reiterated that it is not useful to record statements about unidentifiable information in a linked data environment. The **Chair** suggested that this concern be added to the proposal's background statement. **Glennan** added that by bringing it to the JSC's attention in the background statement, it is possible that the concern would prompt the JSC to decide to remove the instructions.
- **Hillmann** remarked that the “If ... then” statements in RDA do not work well because different cataloging communities will require different rules.
- The “vortex of horror” would not exist if catalogers understood how to apply “if applicable” and “if readily ascertained.”
- The **Chair** noted that “the vortex of horror” had confused the room of experienced catalogers at Midwinter, indicating that it is an easily misunderstood problem.
- Since many are confused, instructions should explicitly tell catalogers to only put in the core elements that are readily ascertainable.
- The problem is that sub-elements within core and core-if elements are all required. If only one sub-element is known, then only that sub-element should be required, not the whole string of sub-elements which make up the element.
- **Glennan** stated that the JSC is considering the statements composed of sub-elements right now. She went on to say that the statements composed of sub-elements are unsuitable in a linked data environment.
- It is difficult to imagine changing the core and core-if elements, which seem set in stone. There is merit in putting forward this proposal, which accepts the current core elements as written.
- **Hillmann** advised that the “What is an RDA record?” session that will occur tomorrow will shed light on this subject.

The **Chair** decided to table the proposal in favor of further discussion at a later time.

### **1278. Report from the TF on Machine-Actionable Data: Lapka**

**Lapka** acknowledged that the task force was not as productive as planned. After Midwinter, the goal was to have a revision proposal for Annual to introduce an element for Extent of Expression and to give more detail about the machine-actionable model for complex extent statements. Progress was made on the RDA/ONIX Framework. A set number of attributes is used to define carrier versus content within the ONIX Framework. It is clear after careful scrutiny whether a term of extent is defined by carrier or content attributes. The work is ready to be handed off to the JSC group working on the RDA/ONIX Framework. Diane Hillmann has accepted to be co-chair of the group, and with her leadership, more progress will be made in the six months to come. The goal is to have a revision proposal at Midwinter and submit it at Annual.

The **Chair** thanked Lapka and Hillmann. He expressed that he was looking forward to hearing more about the proposal next time.

**1279. Discussion paper: Production Statement (RDA 2.7) Transcription Guidelines: Lapka**  
[[CC:DA/RBMS/2014/1](#)|[CC:DA/ARLIS/NA/2014/1](#)]

The **Chair** announced that liaisons, Francis Lapka and Allison Hausladen, who worked on the discussion paper, and the primary author of the discussion paper, Elizabeth O’Keefe, are all present.

**Lapka** stated that they are proposing treating the production statement differently than the manufacturing, publication, and distribution statement for unpublished resources. This is because transcription does not work well for unpublished resources. The suggested changes are outlined on p. 4-5 of the proposal.

Suggestions from blog comments included:

- A concern that some manuscripts have a clear creator signature, title, and date of production, so the current RDA transcription rules work well for some unpublished resources.

Discussions during the meeting included:

- **Lapka** mentioned that the discussion paper briefly acknowledges a similar discussion paper written by the British Library and feels that the end result in the future will be a synthesis of the two papers.
- A question was raised about how the discussion paper blends with other descriptive cataloging practices in the rare book and art communities. **O’Keefe** replied that an analogy would be descriptive cataloging of rare materials. There is a module in preparation under the *Descriptive Cataloging of Rare Materials (DCRM)* banner in the production area for unpublished resources. *DCRM* recommends recording what is accurate, and then, if important, transcription of what appears on the item is put in a note.
- Include a future related work section that this proposal has implications for other description areas for unpublished resources, such as the title area.

The **Chair** asked for a vote to authorize the JSC representative to edit this discussion paper based on the deliberation in the meeting and send it forward to the JSC as an ALA discussion paper. Bourassa moved to approve the authorization, and it was seconded by Rendall. The vote passed unanimously.

**1280. Proposals from OLAC and MusLA: McGrath, Snyder****a. Addition of new Chapter 3 elements for optical disc physical standard, optical disc recording method, and optical disc content type** [[CC:DA/OLAC/2014/3](#)]

**McGrath** explained that the proposal started as an attempt to identify and record important optical disc characteristics that are not currently addressed in RDA. Due to the technical nature of the topic, Alex Duryee, a preservation expert working at AVPreserve, was brought in to assist

with the proposal, and his expertise has been helpful. There is more polishing to do on the proposal, including a correction: on page 2, under the heading “Optical disc content type,” the first numbered item should say “audio” rather than “music.”

The proposal focuses on two physical characteristics of discs. The first one is being called the optical disc physical standard, which could be CD, DVD, Blu-Ray, or Wii U (proprietary Nintendo game format). The JSC would prefer to reference an external list rather than maintain a list in RDA. An existing list of suitable terms has not been found, but perhaps a common short list of terms could be created in RDA. Alternatively, it might be possible to use OLAC’s [AV Glossary](#) to publish additional terms.

Next, there is a problem about being able to record statements such as DVD-R, which is being called the optical disc recording method. The proposal gives the option to say “burned disc” or “stamped disc.”

Suggestions from blog comments included:

- Add a sub-element under 3.9 Production Method for recording method rather than create a new element.
- Using the term “content type” may place the instructions into Chapter 7 rather than Chapter 3.
- Must address concerns in the JSC constituency responses to ALA/16, in particular [6JSC/ALA/16/CILIP response](#)

Discussions during the meeting included:

- It should be part of the goal to build a vocabulary that includes outdated terms and current terms. Obsolete names should not be discarded, but cross references can be created for the obsolete terms.
- The proposal identifies a shortcoming in the “select” user task, but there are reservations about use of the term “content type” in an element other than the main RDA Content Type element. **McGrath** said she is open to renaming the term to prevent confusion with the Content Type element.
- It would be helpful to have a short list of vocabulary terms in RDA as well as a more extensive list maintained by OLAC.
- Rather than a glossary list of terms, it would be better to give a few sample terms as an example and allow the cataloger to choose a term.
- Sample terms are not machine-readable friendly compared to a controlled vocabulary with IDs, relationships, and definitions.
- The vocabulary could be supplied by OLAC and maintained as an application profile.
- Even if the vocabulary is built, there are no elements within RDA in which to record the vocabulary.
- It will be easier to create elements once the vocabulary is established.

The **Chair** asked Hillmann and McGrath to develop a vocabulary to add to the RDA registries. Work will continue on this proposal, and it will be revisited at Midwinter.

**b. Revision proposal on recording Duration (7.22)**

[\[CC:DA/MLA/2014/3\]](#)[\[CC:DA/OLAC/2014/4\]](#)

**Snyder** followed up on the discussion regarding recording duration from Midwinter 2014 and outlined several changes to the proposal. See the PDF of the proposal for details.

Suggestions from blog comments included:

- Broadening the instruction to include plays.
- Include a priority order for determining duration: first the resource itself (actual playing time), then a readily ascertainable source (when it is stated on the resource), and thirdly from an outside source.

Discussions during the meeting included:

- Machine-actionability of the proposal: It was suggested that the flexibility in this proposal could cause problems for machine-actionable data, and that duration should be considered in the same way as extent. Putting alternate information in notes could be problematic, as notes are hard for machines to use. However, there are many different kinds of duration, and separate elements might be needed for different kinds of duration in order to make RDA extensible for specialized communities.
- Crossover with Lapka's TF on machine-actionable data: **Lapka** felt that this proposal does not violate any forms of machine-actionable data and does not interfere with the TF's work.
- Time for the whole resource: the proposed instruction seemed to allow catalogers to record either duration for either individual component parts or for the whole, but not both, but it was clarified that these options were not intended to be mutually exclusive.
- Preferred format for duration: it was noted that a preferred format is not specified in RDA.
- Performance time: this should be left separate from the other instructions for duration because performance time can vary from performer to performer. Clarification in the examples might be needed.
- Sub-instructions: it was suggested that the four sub-instructions could be collapsed into a larger instruction.
- Generalization of duration: as duration is applicable to many types of resources that are cataloged, extra examples could be helpful in understanding the generalization of the proposal.

The **Chair** summarized that this proposal clarifies a lot of things based on our current practice, but it doesn't necessarily move us towards a machine-actionable/linked data application of RDA. He asked Snyder to take the CC:DA discussion and create another draft for CC:DA consideration by July 10.

**c. Proposal: Revision of RDA: Basic Instructions on Recording Statements of Responsibility (RDA 2.4.1, 2.4.2, 2.17.3, 7.23, 7.24)**

[\[PCC:DA/MLA/2014/2|CC:DA/OLAC/2014/2\]](#)

**McGrath** explained that this proposal, put forward by herself and Snyder on behalf of the OLAC and MusLA communities, removes inconsistencies in the statement of responsibilities instructions regarding technical and performance credits by moving instructions and examples from RDA 7.23 and 7.24 to 2.4.1, 2.4.2, and 2.17.3. This provides catalogers with more flexibility, and the choice to transcribe a statement of responsibility or record the names of responsible parties in a note. See the PDF of the proposal for details.

Discussion during the meeting included:

- Support from MusLA, OLAC, and CONSER members
- Scope: a suggestion to expand the scope, taking the “see” references for performers that were being struck, to include performers of music, narrators, etc. in order to make the scope for the statement of responsibilities more inclusive.

**Walsh** moved to approve the proposal with the discussed changes and send the proposal to the JSC. **Dyer** seconded. The motion passed 7-0.

**1281. Task Force on Appendix K update (5:00, 30 min.)**

This proposal on Appendix K had been bounced back from the JSC. Dan Lipcan (or former ARLIS/NA liaison) had been the chair but is no longer able to participate, so a new chair is needed. The **Chair** reported that work still needs to be done, and more volunteers are needed.

**Glennan** said that the JSC would like a proposal developed, in that it liked some of the terms and wanted the proposal to be updated. **Glennan** had set up the skeleton for what the JSC requested, and sent it back to the task force to add content.

The **Chair** asked that interested individuals contact him about joining the TF or chairing the TF. Three people remain on the TF, but 2-3 more individuals are needed. The deadline for the work is Midwinter 2015, or at the latest, Annual 2015.

Recessed until 8:30am on Monday at the LVH.

*Monday, June 30, 8:30-11:30 am  
Las Vegas Hotel, Pavilion 01*

**1282. Welcome and opening remarks: Chair**

The **Chair** welcomed the group and announced that Randy Roeder, Bob Maxwell, and Adam Schiff have agreed to continue on committee for Appendix K, with **Roeder** as chair.

**1283. Report from the MAC Representative: Myers** [[CC:DA/MAC/2014/2](#)]

**Myers** reported that of all of the three proposals were passed, with proposal 2014-06 passing with revisions. All three discussion papers will return as proposals. See the MAC Representative's report for details on the proposals and papers.

LC reported that it has made additions to id.loc.gov, adding the Medium for Performance Thesaurus and the American Folklore Society's Ethnographic Thesaurus. A new update has been released.

At Midwinter, the Deutsche Nationalbibliothek pointed out a solution, and it was determined that this solution will work. No further proposals.

The Chair of MAC recognized that Rich Greene, OCLC liaison to MAC, was retiring. Greene had a history of working on the MARBI committee. Jay Weitz will be assuming his responsibilities on this committee.

**1284. Report from the PCC liaison: Robare**

**Robare** reported that the biggest news from PCC is that on June 20, 2014, PCC and LC issued a joint statement supporting BIBFRAME as new model for library community entering the linked data environment. PCC meetings in Las Vegas have involved members already experimenting with BIBFRAME and exploring how members can become more involved. An emailed survey went out to gauge the understanding of BIBFRAME in the library community. **Robare** will share this email with the CC:DA community.

Other announcements:

- Newly authenticated records coded as 'pcc' must be RDA records as of January 1, 2015.
- Standing Committee on Standards produced two substantial reports since Midwinter 2014. The Microform Reproductions Task Force report is being turned into a policy statement for RDA 1.1.
- The PCC Policy on Series Task Group has made a number of recommendations. The Standing Committee on Standards will distribute these recommendations to PCC membership for comment after Annual.
- Other PCC work in 2014 includes: revising the BIBCO Standard Record metadata application profile to accommodate rare materials, working on twenty relationship designator proposals, and creating policy statements for cataloging print on demand materials.
- The Standing Committee on Training has now made RDA NACO series training available, largely based on Judy Kuhagen's materials for AACR2. These materials are in PDF format and can be used for self-training.
- Training sheets for relationship designators should be posted soon. These training sheets will supersede the current guidelines. Some relationship designators have changed and

need to be updated before the sheets can be posted. Training sheets for authority records are next in line.

### **1285. Report of the CC:DA webmaster: Polutta**

**Polutta** announced that she is rotating off as CC:DA webmaster and that Richard Guajardo, current GODORT representative, will take on the webmaster responsibilities.

**Polutta** announced several fixes and suggestions for the blog:

- The problem involving using the “lost password” option but getting no response has been fixed. CC:DA members and liaisons can now receive their password without asking the webmaster for assistance.
- Suggestion for change in procedure: legitimate requests for blog profiles get lost amongst the spam requests. Instead of applying for a profile through the link in the blog, contact the webmaster directly, who will then set up the initial profile. You can then reset your password through the lost password link.
- Editing capability: this is not really possible within the blog software without trusting a third-party vendor (free or paid). It is possible to comment on blog posts to discuss proposals, as well as edit your own comments at any time thereafter. A message board was tested by Polutta and several individuals, but the consensus was that it was not a huge improvement.
- Marked up documents: it was suggested that documents on the blog be marked up (i.e. “P1” for Paragraph 1) to make it possible to refer to those specific locations when commenting.

**Polutta** asked if the CC:DA wiki could be retired. The **Chair** said that he still believes there are some bugs and functionality to flesh out before making that determination.

The **Chair** encouraged the group to continue giving feedback on the blog to incoming webmaster **Guajardo** and incoming Chair **Rendall** as CC:DA figures out what works best for the committee.

### **1286. Report from ALA Publishing Services: Hennelly**

**Don Chatham**, Associate Executive Director of ALA Publishing, introduced the new director for the unit responsible for publishing RDA, Paul Dusham. Dusham has significant experience in the systems side of the industry.

**Jamie Hennelly** gave a quick update on subscription usage on the RDA Toolkit through the end of May 2014:

- 2900 subscribers, up 15% from this time last year. This is ahead of budget projections for this year. This number includes almost 6600 users, 2.2 users per subscription. The user number is more important with the new pricing scheme introduced in January 2014.

- 465 new subscriptions, 1469 renewals/sustaining subscriptions. Renewal rate is 90%, and are ahead of 2014 budget goals by 4%.
- 23% decrease in page views, 20% decrease in searches, increase in sessions. This indicates more efficient usage of the RDA Toolkit.

**Hennelly** announced that ALA Publishing sold 481 units of print RDA in 2014. Plans for the 2014 print update are still in the works. 75% of the pages would change with this update to RDA, so an entirely new printing of RDA is likely and will be available sometime in the fall. The print Spanish version should be available this fall, through publishing partner Rojas.

Updates on subscriptions to the RDA Toolkit:

- The price change eliminated the solo/institutional user structure, creating a by-user price, with discounts for more users. This encourages lower barriers and increased participation.
- Consortial subscriptions: a new program with Amigos, a Texas-based consortium of academic/special libraries, provided them with a discounted rate for single-user RDA Toolkit subscriptions that the consortium freely gives to anyone who joins their consortium. 150 people have signed up for that program to date. This is a way to help the consortium build membership while getting more people involved with RDA.
- The Deutsche Nationalbibliothek is building a large consortium purchase for over 400 institutions in Germany, Austria, and Switzerland. This will be a group purchase for large number of libraries in those countries.

Toolkit releases include:

- February 2014: changes to fast-track and policy statements; National Library of Australia policy statements.
- April 2014: JSC updates; the addition of a best practices document from the MusLA. This was added as a PDF with planned integration into the RDA Toolkit in the next year that will make the MusLA best practices document function like policy statements.
- August 2014: German translation update, which brings the translation up to the April 2014 English release; policy statements from the Deutsche Nationalbibliothek.
- October 2014: British Library options and alternatives; update to the French translation, bringing it up to the April 2013 RDA release; fast-track and policy statements.
- February 2015: Spanish translation; MusLA best practices will be fully integrated
- April 2015: JSC updates.

Developments in the works:

- Currently in talks to add DCRM to the RDA Toolkit.
- Forthcoming translations include: Italian and Finnish are in the works, with Swedish, Norwegian, and Japanese as possibilities. The Chinese translation is completed but is only available in print through the Chinese government.

- Building a new content management system and authoring tool for the RDA Toolkit. The idea behind this is that hopefully it will speed up and simplify the authoring process. It will also be cheaper and more efficient to push out changes to the Toolkit. ALA Publishing will revisit the processes that are currently in place and have this system completed in August and ready to go for October 2014 update.

**Hennelly** concluded his report and invited questions. Questions included:

- Shorter cycles for new translations: the new content management system will help with the translations. Translation committees are largely responsible for the translations of RDA, not ALA Publishing. **Hennelly** has been writing a policy for translations of RDA that lays out expectations for the commitment of the contributing group and who will actively maintain the translation. Ideally, if a new update is pushed out by April, a new translation would only be one update behind (i.e. August). **Glennan** added that the official language of RDA is English, and translations cannot begin until an English version is finalized.
- eBook versions of RDA: 3 eBooks were sold this year. This might be the result of advertising, pricing, or lack of interest. A tablet version of the RDA Toolkit might be more desirable than an eBook version.
- Regarding DCRM being added to the RDA Toolkit: DCRM will build off RDA. While quoting from RDA is welcomed, if DCRM wants to quote extensively from RDA, DCRM must also be made available by subscription.
- Best practices from other communities being incorporated into the RDA Toolkit: These would be welcomed from specialized communities.

### **1287. Update from the TF on Recording Relationships: Putnam**

**Putnam** reported that the TF regrouped after Midwinter with eight members and discussed the issues raised by the JSC. The problem is with using elements outside of the FRBR-element set. From FRBR, the TF found the last paragraph of Section 5.2.1 most helpful in understanding relationships.

The TF is looking into: appropriate elements for structured descriptions, when to use relationship designators, the purpose of notes for content, and structured descriptions for works and expressions. These structured descriptions are only for manifestation levels, because the TF feels that structured descriptions for works and expressions are simply authorized access points. The TF will continue to work throughout the summer and fall, and will present a full proposal for consideration at Midwinter 2015.

### **1288. Update from the TF on Pseudonymous Corporate Bodies: Sprochi**

**Sprochi** reported that the TF was charged to turn a discussion paper into a proposal that discusses pseudonymous corporate bodies. Examples of this include bands and orchestras that temporarily adopt another name to disguise their presence at a particular event. Pseudonymous families will also need to be handled in order to keep everything parallel. The TF will also handle fictitious corporate bodies and families because they are not addressed in RDA. The TF

looked at FRAD to see if there is any conflict; FRAD does not have an entire section on this topic, but it does talk about possible corporate bodies as fictitious or pseudonymous.

The TF also investigated why the JSC did not take up this issue. In discussions with Dave Reser and John Attig, it seems that the issue was not stopped by the JSC for any specific reason, so it is okay to move forward with a solution.

The TF has worked with the theoretical aspects of the issues so far. Since it has already been done for persons, it is straightforward but tedious for corporate bodies and families in RDA Chapters 10 and 11. The TF asks members and liaisons to look for examples, particularly non-music examples of pseudonymous families. **Weitz** added a possible pseudonymous family: Amy Sedaris and David Sedaris, and several of their siblings, refer to themselves as the “Talent Family.” The **Chair** asked that Sprochi put out this call to the rules list after the flux of summer work.

The TF will submit a proposal for consideration at Midwinter 2015.

#### **1289. Proposal on marks of omission in titles: Glennan** [[CC:DA/JSC Rep/KPG/2014/4](#)]

**Glennan** thanked Maxwell for his assistance on this proposal. The proposal addresses issues in identifying preferred titles, and instructions that are not in RDA Chapter 6. This proposal clarifies, or actually documents, cataloging practice instead of proposing a change to practice.

There was discussion regarding an example in the proposal at 6.2.1.10 that included a mark of omission at the beginning of the title.

- Arguments for NOT including a mark of omission at the beginning of the title stated that blank dots at the beginning of the title are not helpful to patrons, and common sense and convenience of the user would be valid reasons for prohibiting such a mark of omission.
- Arguments FOR including the mark of omission at the beginning of a title included the minimal difference between the transcribed title in the transcription and the preferred title of the work.

The **Chair** held a straw poll asking if the group preferred the example as written (Option 1), or if an exception should be added for a mark of omission at the beginning of a preferred title (Option 2). 14 voted for Option 1 and 19 voted for Option 2. Option 2 passed.

For Option 2, **Glennan** will include language at the beginning of the submission to the JSC to explain the difference in the vote. **Glennan** asked the group to provide solid, RDA language for why the exception was chosen.

**Bourassa** moved to approve this proposal with editorial work by Glennan to create an exception to not allow the mark of omission at the beginning of the title. **Kelley** seconded. CC:DA voted 5 in favor to 2 opposed. The proposal passed with the exception to be added by Glennan.

**1290. Proposal on Date of Expression for the Bible: Glennan** [[CC:DA/JSC Rep/KPG/2014/7](#)]

**Glennan** explained that this proposal is a follow-up from a list of things that ALA wanted to be addressed after RDA was initially published. The handling of date of expression for the Bible is a carryover issue from AACR2 and does not follow FRBR principles, which makes it non-compliant with the rest of RDA. The proposal must discuss the impact of this proposed change in practice.

There was brief discussion and clarification regarding the example on page 4, Section 6.3.0.3.2: Martin Example.

**Kelley** moved to approve this proposal subject to CC:DA discussion. Seconded by **Walsh**. The motion passed 7-0.

**1291. Proposal on nominative case for recording names: Glennan** [[CC:DA/JSC Rep/KPG/2014/6](#)]

This proposal suggests instructions regarding the conversion of genitive or other case forms to the nominative case when determining the title or names of persons, families, corporate bodies, or places. The **Chair** noted that some blog comments were received on this proposal. **Glennan** noted that instructions for names of places are a new addition to the latest version of this proposal. She summarized some of the comments from the blog that discussed problems related to the option to initial articles, and stated that since the primary instruction in RDA is now to include initial articles, these problems would be better addressed by policy statements or best practice documents; no objections were expressed by the group.

Group discussions included:

- Explanatory notes should be added to the examples given of titles included within other titles
- Instances like the example of Der Zauberberg included in the draft illustrate that for some languages converting to nominative case may involve changing the form of an initial article in addition to or instead of changing nouns or adjectives.
- In some instances and in some languages, there may be situations where we do not want to convert a name or title to nominative case. We may need to provide a rationale for when and why to convert to the nominative, and examples of situations where that is not appropriate.
- It was noted that in general, this proposal is just intended to codify existing practice.

As complications and concerns were voiced with the examples, the **Chair** decided to table this proposal until the issues raised were resolved. **Glennan** asked for individuals with experience with inflected languages to send her additional examples and become an informal group to think about and suggest improvements to this proposal.

**1292. Report from the Chair on CaMMS Executive Committee meeting; other new business; reports from the floor; announcement of next meeting, and adjournment: Chair**

The **Chair** returned to the non-identified elements in CC:DA/JSC Rep/KPG/2014/5, the tabled discussion from Saturday's meeting, and asked if Sunday's "What is an RDA record?" presentation changed anyone's mind about moving this proposal forward. **Glennan** clarified that CC:DA had asked Glennan to update the examples and grammatical changes in the proposal. The **Chair** asked if there was any further discussion about this proposal. As there was none, **Kelley** moved to approve proposal with changes as discussed at meeting and on the blog. **Walsh** seconded. The proposal passed 7-0.

The **Chair** did not have a report from the CaMMS Exec Committee meeting as he was not required to attend.

**Glennan** reported that the SAC-RDA subcommittee worked to develop a proposal to add subject elements to RDA. After their Friday night meeting, SAC decided to expand the proposal, which was completed on Sunday; a subject element and relationship designators (relating to subjects) proposal will go to JSC this fall. This does not require CC:DA approval. Maxwell or Glennan will share the proposal with CC:DA; any comments should be sent to Maxwell.

The **Chair** recognized several individuals rotating off CC:DA: Dragon as a CC:DA voting member, Hostage as the AALL liaison, Lapka as the RBMS liaison, Putnam as the MIG liaison, Polutta as webmaster, and Guajardo as GODORT liaison. The **Chair** also recognized new members and liaisons: Sanner as a voting member, Guajardo as webmaster, and forthcoming AALL and GODORT representatives.

The **Chair** announced that the next meeting will be held at ALA Midwinter in Chicago.

The **Chair** reminded the group that July 18, 2014 is the deadline for CC:DA to vote on ALA proposals. This will be done over email and through commenting on blog. As proposals from other constituencies come forward, CC:DA will vote on them and authorize Glennan to write the JSC proposal.

Adjourned at 10:56am.