

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 meeting held at the
2017 ALA Annual Meeting in Chicago, Illinois
June 24, 2017
Draft**

Members present:

Tina Shrader, Chair
Mary Anne Dyer
Tim Kiser
Jennifer A Liss
Sandra Macke
Nancy Mitchell Poehlmann
Amanda L. Ros
Beth Shoemaker
Heather McIntosh, Intern
Emily Thaisrivongs, Intern

Ex-officio representatives:

Kathy Glennan, ALA Representative to the RSC
Dave Reser, Library of Congress, ex officio
Jay Weitz, OCLC, ex officio; IFLA Cataloging Section Liaison

ALA Liaisons present:

Andrea Morrison, ALA/GODORT
Felicity Dykas, ALA/ACRL
Peter V. Fletcher, ALCTS/CRS
Amy Tims, ACRL/RBMS
Jessica Hayden, ALCTS/MIG
Yoko Kudo, CaMMS/CC:AAM
Robert Maxwell, CaMMS/SAC
Ken Wade, ALA/RUSA
Min Zhang, ALA/MAGIRT

Non-ALA Liaisons:

Robert Bratton, AALL
Thomas M. Dousa, CLA
Diane Hillman, DCMI
Mary Huismann, MusLA

Armin Siedlecki, ATLA
Kelley McGrath, OLAC
John Myers, MAC
Diane Napert, ARSC
Weatherly Stephan, SAA
Kevin Randall, PCC (substitute for Lori Robare)
Karen Stafford, ARLIS/NA
Amanda K. Sprochi, MedLA

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:

AALL = American Association of Law Libraries
AAP = Authorized access point
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
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
CRS = ALCTS/ Continuing Resources Section
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*
FRBRoo = FRBR-object oriented
GODORT = ALA/Government Documents Round Table
IFLA = International Federation of Library Associations and Institutions
IFLA-LRM = IFLA-Library Reference Model
LC = Library of Congress
LC-PCC PSs = Library of Congress Policy Statements
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
NARDAC = North American RDA Committee
OLAC = Online Audiovisual Catalogers
OMR = Open Metadata Registry
PCC = Program for Cooperative Cataloging
PSD = Policy and Standards Division of the Library of Congress
RBMS = ACRL/Rare Books and Manuscripts Section
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
SLA = Special Libraries Association
URI = Uniform Resource Identifier
WEMI = Work/expression/manifestation/item, the FRBR group 1 entities

*Saturday, June 24, 1:00–5:30 p.m.
Palmer House, Adams Room*

1392. Welcome and opening remarks: Chair

Tina Shrader, **Chair**, called the meeting to order at 1:03 p.m., and welcomed voting members, liaisons, representatives, and audience members.

1393. Introduction of members, liaisons, and representatives: Group

Committee members, liaisons, and representatives introduced themselves.

The **Chair** invited committee members, liaisons, and representatives to initial a roster sheet and audience members to sign a separate attendance sheet.

1394. Adoption of agenda: Chair

The **Chair** invited a motion to adopt the agenda as posted. **Ros** moved, **Poehlmann** seconded, and the motion passed unanimously.

1395. Approval of minutes of meeting held at 2017 Midwinter Meeting: Chair [[Minutes of the meeting held at the 2017 ALA Midwinter Meeting in Atlanta, Georgia, January 21 and 23, 2017](#)]

The **Chair** explained that a draft of the minutes had been distributed to CC:DA prior to this meeting. Members' suggestions have been incorporated into the document. The **Chair** asked for additional changes to the minutes. None were posed. The **Chair** invited a motion to accept the minutes as final. **Shoemaker** moved, **Poehlmann** seconded, and the motion passed unanimously.

1396. Report from the Chair [[Chair's Report on CC:DA Motions and Other Actions January-July 2017](#)]

No proposals or discussion papers were discussed since the last meeting. The only action taken by the committee was to form the 3R Project Task Force, which was formed and charged with providing feedback to the ALA representative to the RSC on proposed changes to the RDA Toolkit and the RDA instructions as a result of the 3R project. The **Chair** invited a motion from a voting member to approve the charge and roster of the Task Force. **Dyer** moved; **Shoemaker** seconded. The motion passed 8-0.

1397. Report from the Library of Congress Representative: Reser [[Library of Congress Report](#)]

Reser discussed highlights from his report posted on the CC:DA website. A fuller report is available at <http://www.loc.gov/ala/>.

Topics included:

- The LC Booth at the conference is featuring more engaging types of activities: Dr. Carla D. Hayden, the Librarian of Congress, is a featured speaker 3 times over the weekend; there are also events with Congressman John Lewis and Andrew Aydin, co-authors of *March*, and Chicago author Scott Turow.
- Awards to library staff: Dr. Carla Hayden is the recipient of the 2017 Melvil Dewey Medal, Jeanne Drewes is the recipient of the 2017 Ross Atkinson Lifetime Achievement Award from ALCTS, and Anne Harrison is the recipient of the 2017 FAFLRT Achievement Award.
- Staffing and personnel changes including the resignation of David S. Mao as Deputy Librarian of Congress and the retirement of Sandra Lawson as Deputy Associate Librarian for Library Services. Jane Sanchez was appointed as Law Librarian of Congress. Two new section heads were appointed: Stacey Devine as program manager for Literature and CYAC, and Monique Graham as head of the Benelux, France and Italy Section. Rick Fitzgerald is acting serials section head in the US Arts, Sciences, and Humanities Division.
- The Library of Congress received full appropriations for the FY2017 budget, including \$32 million above the FY2016 budget; most of the increases were earmarked for technology projects. The process for FY2018 is just beginning, but the library has requested a modest 7.8% increase to the budget.
- The proposed merger of PSD and COIN is waiting for a finalized management plan, scheduled to take place in FY2018.
- Policy Statements were included with the February and April 2017 RDA Toolkit releases, and more will be released in August 2017 despite the English version of the Toolkit being frozen.
- The LC Guidelines Supplement to the MARC 21 Format for Authority Data (the "blue pages") were updated to include fields and subfields that have been approved by MAC but for which no implementation decision has yet been made.
- Headings for Bulgarian jurisdictions have been updated.
- The search feature has been enhanced in Cataloger's Desktop, and Classification Web has been integrated with the Desktop to enable subscribers to search both resources simultaneously.
- A proposal for a new Uzbek ALA-LC Romanization table is available for comment.
- 25 million records are available for free bulk download via the new MDSCConnect service. The data is current through the end of 2014 and the possibility of adding more records a year at a time is being evaluated. The hope is that this will be an avenue to conduct research and allow users to do interesting things with the data.

- LC published a book about the card catalog.
- BIBFRAME 2.0 has a new interface and infrastructure changes including an upgrade to the MarkLogic datastore server. Training for the BIBFRAME 2.0 pilot began in June with the 40 previous pilot participants; an additional 27 staff will be trained in July. The new phase of the BIBFRAME pilot will include name authority records and non-Latin scripts.

1398. Report of the ALA Representative to the RDA Steering Committee: Glennan [RDA Steering Committee (RSC) activities as a whole, January-June 2017]

Glennan discussed highlights from her report. Topics included:

- 3R Project updates will be available on both the RSC website and on the RDA Toolkit website.
- Judy Kuhagen was named 3R Project Consultant. Her experience with RDA puts her in a good position to help with many of the projects, including standardizing the language.
- Establishment of RSC Plus: the RSC operating structure has expanded to include the chairs of the RSC Working Groups.
- RSC document updates: RDA Elements analysis table, RSC meeting policy, general terms of reference for RSC Working Groups, and membership rosters and charges for the 10 existing working groups.
- RSC website updates: a new page was added for links to presentations made by RSC members and others associated with RDA development; the RDA FAQ page was substantially revised.
- The May 2017 community outreach event “Reconstructing RDA in the LRM: Aggregations, Appellations, and Authorities” was hosted by DePaul University Library and featured presentations about the 3R Project, development of NARDAC, incorporating LRM elements and the 4-fold path into RDA, and aggregates. Presentations are available on the RSC website.
- The May 2017 RSC Plus meeting consisted mostly of discussion among the members about the 3R Project, so no formal minutes will be released. Topics included:
 - 3R Project
 - New RDA elements and refinements
 - Sources of information
 - Manifestation statements
 - Nomen, entity, Nomen hierarchies, and instructions for authority control
 - Aggregates
 - Examples to help illustrate the 4-fold path and how examples relate in different translations of RDA
 - Communication with cataloging communities during the 3R Project

RSC governance developments:

- The implementation date for the new governance structure was moved up to the end of 2017. The formal terms of reference for NARDAC are due on November 30, and some of the fine details still need to be determined, but the basic framework will be based on the following:
 - The terms of reference not being a legal document due to the U.S. State Department approval requirement
 - Not including how representatives are selected for the group, as that will be determined at the organizational/sponsorship level
 - There will be 2 representatives from each group to help share the responsibilities
 - The NARDAC chair will be elected from the NARDAC membership, and that person may or may not be the RSC representative as well
 - A backup RSC representative is required by the RDA Board
 - An allowance of up to 2 additional members for experts in specialized areas to serve for a fixed period of time (“co-opted members”)
 - Meetings to be held remotely (due to lack of funding to support face-to-face meetings)
 - The importance of taking forward minority concerns
 - Maintaining a relationship with the editors of policy statements appearing in the Toolkit
 - The need to have open communications: establish guidelines for open postings, documents, announcements, etc. as appropriate
- ALA will need to determine how its representatives will be elected, terms of service, background requirements, etc.
- Once the RSC starts accepting RDA proposals from regional communities in 2018, they may only come from the regional bodies (e.g., NARDAC). They are rethinking the proposal process in order to keep everything as streamlined as possible, keeping in mind that the additional layer of NARDAC will necessarily make the timeframes for submitting proposals even tighter.

A question was asked regarding the communities that are a part of NARDAC. If the following countries implement RDA and wish to join, they will be eligible for NARDAC membership: Bermuda, Greenland, and Saint Pierre and Miquelon. Per the RDA Board, they could also choose a different region to join if they desired.

1399. Report on the CC:DA 3R Project Task Force: Ros

Ros reported that the task group reviewed 3 documents prior to the May RSC meeting. She noted that some of their concerns are already being actively addressed.

1. Manifestation statements document: the task group questioned minor things like the use of the phrase “transcription rules” when RDA uses the phrases “instructions” and “guidelines”. They were happy to see that the super element must be a separate recorded equivalent of a Manifestation statement super element. In Appendix 1 (the Analysis of Current RDA Manifestation Elements) they had some concerns about how things were

addressed, specifically regarding whether Manifestation elements were recorded or transcribed.

2. Nomen document: the task group's biggest concern with this document was in discussing the ISSN of series, because it seemed to go against LRM 5.8 which advises that serial ISSNs apply at the level of Serial Work and not to Manifestations. Are they properly considered identifiers of the Manifestations or the Serial Work they identify?
3. Aggregates Working Group proposal: the task group was concerned about the absence of information relating to serials. They recommended that the Aggregates Working Group meet with seasoned serials catalogers. They did not support the addition of a category for Integrated Aggregates because it is not supported by LRM. RDA needs to offer the flexibility for catalogers to not describe resources as aggregates. There was a statement about having to get catalogers to acknowledge that it is an aggregate, but they believed this would have trouble getting buy-in from the cataloging community. Also, if everything was an aggregate, it would impact authorized access points.

The next step for the task group is to review the responses from the RSC (including the revised Nomen document and other examples of Manifestation statements) by June 30th, 2017.

Because of the proprietary and controversial nature of some of the documents, the basic working procedure of the task group consists of the RSC sending documents to **Glennan** via the RSC wiki, and then **Glennan** sharing them with the task group via a Google Team Drive that has been created for the task group. As comments come in from the task group, **Glennan** either tries to resolve them herself or shares them with the RSC.

A question was raised about if there has been any movement on the task group's suggestion for the Aggregates Working Group to meet with seasoned serials catalogers. **Deborah Fritz** responded that there are 2 such experts in the group: Ed Jones and Clément Oury (ISSN Centre). While the Aggregates Working Group has had considerable discussions about serials, they have still not come to any final conclusions that they are ready to record and share. Fritz stated that while it is not the working group's responsibility to go into all of the details of serials, they are working on where serials fit into the Whole/Part/Aggregate.

1400. Report of the MAC Representative: Myers [Report of the MAC Liaison]

Myers noted that since the second and longer of the MAC meetings has not taken place yet at Annual, the full report will be posted after the conference. During the first MAC meeting at Annual, the PCC Task Group on URIs in MARC and the OLAC proposals were discussed. The passing of the proposal on the method for capturing URIs in the MARC format was significant as that meant that the last available numerical subfield in the MARC format is now being used. In order to differentiate URIs for records/authority records from those corresponding to real-world objects, subfield \$1 has been defined to include URIs that directly refer to real-world objects.

1401. Report from the PCC liaison: Randall [PCC Report]

Kevin Randall, filling in for **Lori Robare**, highlighted some things from her report:

- PCC has decided to pursue umbrella membership in ISNI.
- They are moving forward with implementing the recommendations of the PCC ISBD and MARC Task Group which call for eliminating ISBD punctuation that coincide with MARC coding.
- SCS has revised the BIBCO and CONSER Standard Record RDA Metadata Application Profiles.
- Work will continue on authorized access points for translations.
- The Task Group on the Work Entity has initiated discussions on the PCC list to inform their work on a white paper that will give a high-level outline of the issues surrounding the identification of work entities.
- The Task Group on Supplements and Special Numbers is gathering examples to add to their revision of LC-PCC PS 2.12.
- Several changes to LC-PCC PSs were included in the February and April releases of the Toolkit. Of note were the changes made to recording the statement of responsibility and constructing authorized access points to represent persons.
- Work will continue on relationship designator proposals.
- SCT has finished its review of series-related LC-PCC PS and sections of DCM Z1.
- The RDA Series Training Manual has been completely revised and supplement slides have been added.
- The SCT has taken steps to ensure that the citations/links to linked data training resources are up-to-date.
- The acronym SCA was changed from *Standing Committee on Automation* to *Standing Committee on Applications* to reflect the current environment.

1402. Report from ALA Publishing Services: Hennelly

- Renewal rate for the RDA Toolkit is running at 94/95%. On course for revenue and budget goals for 2017, might be a little under on overall budget.
- Toolkit activities have stabilized: number of sessions is down slightly; number of page views has settled. Users seem to be comfortable with using the Toolkit and understanding what they'll get out of it.
- This fiscal year (August 2016 to May 2017), 155 units of the print release of RDA and 289 units of *RDA Essentials* were sold.
- February 2017 release included policy statement and fast track updates; Canadian policy statements, which are bilingual (French and English); and the Swedish reference translation. Reference translations are a less expensive way for English-speaking communities to stay current by working off of the English text but still include their own policy statements, glossary, key terms, definitions, and scope notes.
- April 2017 release included the update and the Catalan translation.

- August 2017 release will include only policy statement updates and RDA translation updates (to get translations caught up to the English RDA).
- For the 3R project: transitioning the translators over to both a new translation tool and to the synchronization with the English registry. Consequently, all the translations might not make the August release.
- Updates on other translation projects: Norwegian translation coming in August; finalizing agreement for Hungarian translation after 3R project is completed; discussions with Bibliotheca Alexandrina about possible Arabic translation; reference translations in the works include: Chinese, Vietnamese, Greek, Swedish, and Hebrew.

3R presentation [URL: [http://www.rda-rsc.org/sites/all/files/RDA Forum 2017 ALA Annual.pdf](http://www.rda-rsc.org/sites/all/files/RDA_Forum_2017_ALA_Annual.pdf)]

Hennelly shared the presentation that he and **Kuhagen** gave at the RDA Forum that was held earlier in the day. Topics that **Hennelly** highlighted from the RDA Forum presentation were:

- The goals and design priorities of the project
 - Restructure and increase the modularity of the data
 - Improve the user experience
 - Add responsive design
 - Conform to W3C's Web Content Accessibility Guidelines
 - Add integrated display (i.e. ability to view multiple documents simultaneously in one browser screen). Shifting the Toolkit data over to a DITA data model makes this possible.
- Changes to profiles
 - Because more and more documents (e.g., translations, policy statements) are being added to the Toolkit, there needs to be a greater reliance on profiles. These would be profiles at both the account/subscription level and at the personal level.
 - Because many more examples and different types of examples will be added to the Toolkit, users need to have the option to select which kinds of examples and documents they want to see.
 - The subscription administrator will be required to set up the profile for staff. Improvements to the admin site will be made to allow for easy management of profiles.
 - Personal profiles are strongly recommended.
- Changes to the landing page
 - Possible changes include bookmarks, last pages visited, and favorites
- Transitioning to the 3R Project
 - Current goal is to publish the new site in April 2018.
 - The current site will remain accessible for one year after the new site is published. The two sites will be different both in look and content.

- Free online training presentations will be provided when the new site is rolled out.

1403. Presentation on RDA Toolkit changes: Kuhagen and Hennelly [URL: <http://www.rda-rsc.org/sites/all/files/CCDA%202017%20ALA%20Annual.pdf>]

Hennelly and **Kuhagen** provided an update on the 3R Project. The three main categories driving the 3R Project (implementing LRM, extending the “4-Fold Path”, and expanding the RDA element set) were presented.

Discussion included:

- Clarification on terminology: “elements” in RDA is equivalent to “attributes” in LRM.
- There were a couple of comments/questions related to the administration system:
 - Is there a way for admins to override personal profiles? **Hennelly** responded that he will talk to the developers about this. Use cases for this feature include teaching cataloging and managing profiles when users leave institutions. **Hennelly** mentioned that when users leave institutions, they could have their profile transferred to their new institution.
 - It might be helpful to have an instructor’s profile. **Hennelly** responded that he will look into adding the option of turning off personal profiles for certain subscriptions.
 - There will be a single login for accessing personal profiles.
- Continuing the practice of labeling some elements as core to help when teaching cataloging. Whose core and what would it be based on, particularly when new entities from LRM are being added with no established core? **Hennelly** mentioned that a separate view could be created in the Toolkit for a community’s (e.g., PCC’s) set of core elements. Instructional profiles, however, would be a better option since cataloging instruction is not uniform and the RDA Toolkit staff would potentially be maintaining several views. Application profiles can be created and maintained by specific communities. The OMR has a documentation format for application profiles. Many were in favor of continuing core elements in RDA and discussion ensued regarding determining the community that would establish them, since the PCC doesn’t represent all North American catalogers.

1404. Report of the CC:DA webmaster: Guajardo

- Routine activity since ALA Midwinter.
- **Guajardo** will coordinate with the **Chair** to obtain new CC:DA member and liaison information for the blog's Current Roster page and to set up blog accounts for them.
- Members and liaisons who are cycling off of CC:DA and would like to have blog access beyond July should contact **Guajardo**.

1405. Presentation on RDA Meetings in Chicago: Dunsire [Appellations, Authorities, and Access Plus: URL <http://www.rda-rsc.org/sites/all/files/Appellations%20Authorities%20CCDA%20Annual%202017.pdf>]

Dunsire gave an updated version of the presentation that he gave at the RSC outreach event in Chicago on May 16, 2017. He talked about the alignment of RDA with LRM; the 4 fold path; the LRM entity Nomen; manifestation statements and transcription; and non-human entities.

Discussion included:

- Anonymous agents: When there is a series like Geronimo Stilton where the agent who wrote the work may represent more than one human being, you would have to treat every single volume that purports to be written by Geronimo Stilton as being written by a different agent. So there would be several anonymous agents.
- Machine transcription of manifestation statements: wouldn't they break down in instances with fancy design layouts and lack of punctuation? **Dunsire** explained that the purpose of the manifestation statement is so that a user can identify the metadata record pertaining to how the manifestation describes itself (principle of representation) and so that a user can match up the data as it is visually represented (whether or not they can make sense out of it). The understanding comes from *recording* the data.
- Where to draw the line in deciding what's important to transcribe from manifestation statements. **Dunsire** noted that it is too expensive and not necessary to include formatting style (e.g., emphasis, line breaks, typeface) in manifestation statements.
- After viewing the diagrams for the Work to Nomen relationships and the Person to Nomen relationships, it was noted that the “[has] appellation of” and “[has] related nomen” relationships present a rich opportunity for an entity agnostic data structure. **Dunsire** explained that one of the reasons they added “RDA Entity” as the high-level entity instead of Res was that they only want to cover the entities that are mentioned in RDA and nothing else. Res then allows RDA data to interact with other data that use different kinds of entity. There is a high-level flexibility when you stick within the semantics of “RDA Entity”.

1406. Other new business; reports from the floor; announcement of next meeting, and adjournment: Chair

The **Chair** recognized the following three voting members rotating off of CC:DA: Mary Anne Dyer, Sandra Macke, and Elizabeth Shoemaker. The **Chair** thanked Heather McIntosh for her service as intern and welcomed her as a new voting member. The **Chair** also recognized Daniel Jergovic and Glen Wiley as new voting members.

The **Chair** stated that there would be no CC:DA meeting on Monday. Instead, the RSC would hold a meeting with representatives from specialist cataloging communities to discuss RDA's coverage of special formats and where improvements might be made (potentially being folded into the 3R Project).

The next meeting will be held in Denver, Colorado at the 2018 ALA Midwinter Conference, on the following dates:

Saturday, February 10
Monday, February 12

The **Chair** adjourned the meeting at 4:57 p.m.

Respectfully submitted,
Heather McIntosh, Intern
Emily Thaisrivongs, Intern