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
2018 ALA Midwinter Meeting in New Orleans, Louisiana
June 23, 2018
Draft

Members present:
Tina Shrader, Chair
Daniel Jergovic
Teressa M. Keenan
Tim Kiser
Heather McIntosh
Nancy Mitchell Poehlmann
Amanda L. Ros
Glen Wiley
Kathryn Lybarger, Intern
Emily Thaisrivongs, Intern
Richard Guajardo, Webmaster

Ex-officio representatives:
Kathy Glennan, ALA Representative to the RSC
Nathan Putnam OCLC, ex officio

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

Non-ALA Liaisons:
Dominique Bourassa, NARDAC
Jean Pajerek, AALL
Diane Hillmann, DCMI
Mary Huismann, MLA
Armin Siedlecki, ATLA

Commented [k1]: Are we supposed to fill in this part? Does Tina or Amanda have this information? I know Jennifer Liss was present but not on this list.

ET: The Chair handles edits to this section as they have the attendance sheets.

Kelley McGrath, OLAC
John Myers, [CC:DA liaison to] MAC
Diane Napert, ARSC
Weatherly Stephan, SAA
Everett Allgood, PCC
Karen Stafford, ARLIS/NA
Jay Weitz, IFLA Cataloging Section Liaison

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
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
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*
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
JSC = Joint Steering Committee for Development of RDA (up to 2016)
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 Automation
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 23, 1:00–5:30 p.m.
Hilton Riverside, Churchill C

1425. Welcome and opening remarks: Chair

Tina Shrader, **Chair**, called the meeting to order at 1:00 p.m., and welcomed voting members, liaisons, representatives, and audience members. The **Chair** announced that this is her last meeting as chair. Amanda Ros will be taking over as chair after this meeting. The **Chair** also welcomed Jahala Simuel as the new MedLA liaison to CC:DA.

1426. Introduction of members, liaisons, and representatives: Group

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

1427. Adoption of agenda: Chair

The **Chair** asked for additional changes to the agenda. The **Chair** announced that **Maxwell** would give the Report of the PCC Representative. The agenda was adopted with stated revision.

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

1428. Approval of minutes of meeting held at 2018 Midwinter Meeting: Chair [Minutes of the meeting held at the 2018 ALA Midwinter Meeting in Denver, Colorado, February 10 and 12, 2018]

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. **McIntosh** moved, **Kiser** seconded, and the motion passed unanimously.

1429. Report from the Chair [Chair's Report on CC:DA Motions and Other Actions January-June 2018]

The **Chair** reported that the CC:DA activities since Annual consisted of taking three votes related task force formation or reports. The first two votes were to approve the charge and roster and ultimately the final report of the CC:DA Task Force to Review Chinese Rare Book

Commented [k2]: I'd been avoiding marking these as "unanimous" because some members were not present. I looked it up, and it looks like some people use unanimous to mean nobody voiced objections, so I'm fine with it here.

ET: Ah, I was just going from how it's been stated in previous minutes, but I'm also not sure if we had 100% attendance of voting members! Question for Tina or Amanda?

Cataloging Guidelines; the third vote was to approve the charge and roster of the CC:DA Virtual Participation Task Force. All three votes passed unanimously. The **Chair** invited a motion to confirm the activity of CC:DA between January and June 2018. **Ros** moved, **Wiley** seconded, and the motion passed unanimously.

1430. 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/.

The report includes:
- Library of Congress Exhibit Booth – The Librarian of Congress will be there several times, happy to meet with other librarians
- Major reorganization that the Librarian has put into place, including realignment and new staffing
- Some funding initiatives that the Librarian hopes to push forward into the next fiscal year
- Market research underway for replacing current integrated library system
- Information about BIBFRAME

Reser reminded the group about the BIBFRAME Forum, Sunday morning in the Convention Center.

1431. Report of the ALA Representatives to the North American RDA Committee: Glennan, Bourassa [Report on NARDAC and RDA-Related Activities, January-June 2018]

Bourassa reported on NARDAC activities:

- Have had three meetings, all online as there is no budget for in-person meetings
- Made the following elections:
   - NARDAC Chair: Dominique Bourassa
   - NARDAC Representative to the RSC Committee: Thomas Brenndorfer
   - NARDAC Representative back-up: Kate James
   - Coordinator of Web Content: Damian Iseminger
- Started building NARDAC pages on RSC website
- nardacchair@rdatoolkit has been created
- Will use existing listservs for communication with constituencies (LC, CCC, and CC:DA)
- Proposals should be submitted through existing communities (CC:DA, LC, CCC) NARDAC will accept proposals directly, but it is faster to go through your respective community. Submission of proposals to the RSC is currently on hiatus until the RSC says otherwise.
- Next meeting scheduled for July 13

Glennan discussed highlights from her report on RDA activities:

- (Let **Bourassa** or **Glennan** know if there are things included in their report that you don't need to know or if there are things that weren't included in their report that you would like to know.)
- New RSC members
  - o Representative from Oceania
  - o NARDAC representative
  - o Previous North American representatives all agreed to serve as co-opted members for a one-year term
  - o Wider Community Engagement Officer
  - o Representatives from translators
  - o Representatives from policy statement writers
- Serials/aggregates
  - o Still an ongoing project. This was discussed at the RDA pre-conference event and RDA Forum.
- Additions to the RSC website
  - o Selected 2018 presentations have been added
  - o Slides (and likely the handouts, such as Where to Find Examples in the Beta Toolkit) from the RDA pre-conference event will be added there shortly. **Glennan** also added that the pre-conference was well attended and sold out. Possibility of another pre-conference at ALA Midwinter.
- Outreach
  - o RSC+ members have been giving regular RDA-related presentations, including face-to-face meetings with specialist communities, PCC, LD4 Workshop
  - o Held day-long pre-conferences at ALA Midwinter and ALA Annual (future pre-conferences likely, depending on demand)
  - o Planning a day-long conference prior to IFLA 2018
- Next RSC meeting will be in Montréal in October 2018

Glennan summarized next steps that were discussed at the end of yesterday's pre-conference:
- Beta site will be under constant revision for quite a while. Most of the updates will be minor editorial changes and editing for clarity and consistency.
- Expect fuller instructions on aggregates/serials
- Tweaking and refinements are being made as a result of public feedback
- RSC expects directed development from RDA communities on some topics (e.g. collective agents, authority control)
  - o NARDAC will wait to hear about the available topics identified by the RSC, and will likely delegate out the work to appropriate communities. Keep an eye out for opportunities to contribute.
- Forthcoming IFLA review on ISBD.
  - o There should be an opportunity for worldwide review and comments.
  - o They are looking at manifestations and LRM in an ISBD context.

- MARC mappings have begun to be worked out in the Toolkit beta site. Plan is to expand mappings to other standards (e.g., UNIMARC, Dublin Core)
- Schedule for how we expect to move forward.
  - o Beta testing will go on until at least the October RSC meeting.
  - o RSC will want to start having a stable text to worth with.
- Determine how to move from beta to operational
  - o RSC responsible for final approval of content
  - o RDA board must approve unanimously
  - o When that approval is made, the original RDA Toolkit will be available for one year
- At their October meeting, the RSC will likely be discussing how to re-start consultation process for RDA content with communities
  - o RSC aiming to be more proactive in assigning out topics
- Major release of the Toolkit beta site planned for September
- Long standing concern that RDA is a global standard and how can it still be a global standard if it has to support local practices and customizations? RSC is committed to making RDA a global standard.

A member of the audience expressed concern that BIBFRAME had not been mentioned. **Glennan** responded:

- RDA is neutral with respect to standards; though the Toolkit contains MARC mappings, there are no MARC examples outside of policy statements
- RSC has protocol with Network Development and MARC Standards Office at the Library of Congress to share developments
- Expect mappings, collaboration, but not official statements from RSC about using RDA with BIBFRAME

McGrath shared discussion from a meeting of the OLAC Cataloging Policy Committee: there seems to be a conflict between RDA's goal of reaching all of these communities, and the financial cost of the Toolkit. Are there plans to mitigate that? **Glennan** responded:

- The RDA Board has expressed concern surrounding the cost of an internet-based Toolkit, particularly for developing countries
- ALA Publishing is extremely flexible and is interested in hearing specific concerns, is open to negotiating costs and consortial subscriptions
- Must balance the need to make money on the product, and the need to reach out to communities that need to use it

1432. Report of the MAC Representative: Myers [Report of the MAC Liaison]

Myers noted that normally this report is given on Monday. Because MAC's longer of its two meetings is scheduled for tomorrow, there is not much to report on. He will submit a full written report for posting to the CC:DA blog. **Myers** highlighted the following:

- A paper on coding possibilities for the title statement (MARC 245 field) has been posted to the CC:DA listserv.
- The regular CC:DA Monday morning meeting has been co-opted for a session on exploring the intersection of MARC and RDA in the context of 3R development.

1433. Report of the PCC Representative: Maxwell (sub for Allgood) [Report of the PCC Representative]

- The PCC approved new Strategic Directions for 2018-2021 after ALA Midwinter, including establishing these task groups:
    o PCC Task Group on Engagement and Broadening the PCC Community
    o PCC Communication Board
    o PCC Task Group on Legal Status
    o PCC Task Group on Linked Data Best Practices
- The PCC Task Group on URIs in MARC released the document: *Formulating and Obtaining URIs: A Guide to Commonly Used Vocabularies and Reference Sources*
- PCC is continuing to investigate a possible transition to using limited ISBD punctuation in MARC21 bibliographic records.
- Standing Committee on Applications
    o Changed name from "Standing Committee on Automation"
    o Current focus: ISBD punctuation in MARC
- Standing Committee on Standards
    o SCS/LDAC Task Group on the Work Entity submitted a preliminary report
    o Policy Statement on language expressions under review by LC
    o Compiled information on MARC authority fields awaiting implementation, solicited updates from LC. LC has prepared a spreadsheet of suggested decisions, sent to NACO nodes in May. Waiting for all feedback and agreement on what should be implemented and how.
- Standing Committee on Training
    o Almost entirely new membership of committee
    o New task groups:
        ▪ ISNI Training Task Group
        ▪ LRM/3R Training Task Group
        ▪ Series policies and training documentation (with SCS, forming soon)

Myers asked about the future of authority work: Our current cataloging practices are based on a bifurcation between bibliographic and authority records. RDA, in light of IFLA-LRM, is moving toward an entity-agnostic approach. When do we reach the tipping point where we should open up the creation of authority records to everyone? Increasingly, there are elements that need to be recorded in the context of a record that are not supported by the authorized access point string. **Myers** suggested two possible solutions:

1. De-centralized solution: open up creation of authority records to those outside of NACO. Flag authority records created by NACO (similar to how PCC bibliographic records are flagged).
2. Centralized solution: Reinforce funnel projects and create more for complete coverage of geography and disciplines.

Maxwell said that he would ask **Lori Robare** to add this to PCC's agenda.

1434. Report of the CC:DA webmaster: Guajardo

Guajardo stated that there has been fairly routine activity on the CC:DA blog.

Guajardo briefly discussed potential two future projects for the blog:
- Redesigning the look and feel
    - ALA conducted a major revamp of the ALA website where they looked at redesigning the look and feel for the individual divisions (ALCTS being one of them). Now that the new design of the ALCTS website is mostly settled, we might consider better aligning the design of the CC:DA blog with the design of the ALCTS website.
- Streamlining the process for posting documents
    - Over the years, we have used different conventions for file names, file descriptions, categories, and tags. We also keep a master list of documents. We have invested a lot of work in both frontend and backend indexing.
    - Might be a good idea to review our documentation management practices in order to promote more consistency and to make the process of posting a new document less time consuming (including reducing the number of places that need to be consulted).

1435. Report from ALA Publishing Services: Hennelly

Continuing the conversation that began at ALA Midwinter about improving the structure of CC:DA meetings, **Hennelly** asked for feedback on any changes he might make to his report in order for the report to be more useful to CC:DA.

Hennelly reported the following:
- Over the last year we have been working to improve our analytics and expenses reporting. The goal is to use that information to provide a better service and to manage costs and fees a bit better.
- Moved to a fixed, affordable rate for LIS subscriptions. There was a lot of administrative cost involved in handling the different LIS subscriptions. Received positive responses from LIS schools, both in the United States and abroad.

- RDA Toolkit has 2,500 active subscriptions. Between 8,500 and 8,700 users (about 3.5 users per subscription). There has been an increase in people going through a consortium to make their subscription. As a result, the users to subscription ratio has been increasing.
- Pretty close to budget projections for the Toolkit revenues. We are a bit behind due to the rate of subscriptions slowing down (might be due to 3R Project, folks waiting to see what the new Toolkit looks like) and the new LIS subscription rate.
- Toolkit usage has increased: sessions are way up with 2.3 million sessions for this fiscal year (September 1 through May); almost 2.8 million document views (well ahead of last year); 400,000 search page views (also well ahead of last year).
- Page views per visit is significantly down. Possibly users are having an easier time finding what they are looking for.
- Print RDA sold 83 units despite ALA Publishing Services including a message that a 2019 print version will be available later next year and the latest print version available is from 2015.
- *RDA Essentials* sold 200 units.
- Still in the same position of balance between sales in the United States versus sales outside of the United States. Revenue-wise, outside of the United States it is about 40% of our total revenue. But the number of users outside of the United States is just over 50%. Reason: a lot of the institutions outside of the United States subscribe on a statewide basis with very large consortia.
- **Hennelly** talked about the future of RDA print
  - o If we apply the existing model of how Print RDA is made to the RDA Toolkit BETA site, RDA print would be over 3,000 pages. This is not desirable from a publisher or user view. We need to rethink how Print RDA is made. Over the next couple of months **Hennelly** will work on retooling the Toolkit to Print RDA process.
  - o There is a directive from the RDA Board to continue providing Print RDA and *RDA Essentials*.
  - o New editions of both Print RDA and *RDA Essentials* are scheduled for sometime during 2019.
- **Hennelly** has posted a recorded demo of the Toolkit BETA site that he is planning to update. Beginning next month or shortly after that, he will start holding regular webinars on how to use the Toolkit BETA site. Webinars will be free, held at different times of the day, include Q&A sessions, and recorded.
- Toolkit development
  - o The current Toolkit is frozen and it will not be updated in any way going forward.
  - o It will remain up for a year starting from the time when the BETA site switches to production. The current Toolkit will likely be archived at the University of Illinois (ALA archives most of their content there).
- We have signed agreements for Arabic and Hungarian translations as well as Danish and DCRM policy statements. All of these will be coming to the new Toolkit after 3R gets to a more stable state.

- In November Gordon Dunsire, **Hennelly**, and RDA Board Member Angela Quiroz Ubierna (Library of National Congress of Chile) will travel to Mexico City for the first meeting of what we hope will be the RDA interest group/community of Latin America. That will potentially be the fourth committee to be established and join the RSC.

1436. Presentation on RDA Toolkit changes: Hennelly

Hennelly demoed the Toolkit BETA site. Highlights included:
- Accessing the Toolkit BETA site
    - Even if you use IP authentication to access the Toolkit, you still need to login to your profile.
    - Planning to revisit profile box design to make it more clear when you are logged in.
    - Made the change where you can now do a single login with just your profile. **Maxwell** asked if there could be a single login for the BETA site and production site. **Hennelly:** they are two separate sites, but we can look into it.
    - All profile names must be unique. If you are having any problems logging into the BETA site with your existing username, recommend that you login to the current Toolkit and change your username. If that does not work, email rdatoolkit@ala.org.
- Landing page
    - Added right column that pulls in information from the RDA blog and has news about products too.
    - The content blocks are flexible. So if you have ideas about things that would be useful to know once you have logged in, please submit feedback. For example, right now there is a block for "Recently Viewed Instructions".
- Main navigation dropdown menus
    - Entities - RDA Entities in LRM order
    - Guidance Chapters - general chapters on how to address the particular RDA subjects found in this dropdown menu
    - Policies - policy statements will live here
    - Resources - includes mostly RDA-sanctioned content
        - Top section of the dropdown menu includes reference resources: Glossary, Vocabulary Encoding Schemes, and Relationship Matrix
        - Middle section includes the appendices
        - Bottom section includes non-RDA resources that we think are valuable to Toolkit users. The AACR2 link will likely live here.
- Entity pages
    - Added an icon after links (right rail arrow). This icon acts as a preview button and shows you where the link goes. This was a key request from user group who wanted to see information better integrated.
    - "Recording" is a standard section - describes the various recording methods.

- o You will see a long list of the elements associated with the entity. You can either scroll through the list or search the list with the search box.
  - o Would like feedback on headers. Are they useful, do they have the correct names?
- Element pages
  - o Each element has an "Element Reference" page. Includes data that is pulled in from the RDA registry. Still working on MARC to RDA table. The Toolkit BETA site version is not as rich as the one on the current Toolkit. Want to take a different approach with this and allow for many different mappings of RDA.
  - o Example boxes
    - ▪ We have received feedback that there are not that many examples. We are still creating and adding examples. Goal is to have a much more example-rich site compared to the current Toolkit.
    - ▪ Adding some new types of examples
      - Recording methods (unstructured description, structured description, identifier, IRI)
      - View as Relationship - visualization of linked data
      - View in Context - takes the element you are looking at and puts it in context with other related elements. The element that you are looking at will always be highlighted.
  - o Related Elements - broader, narrower, and inverse elements
  - o Navigation buttons at the bottom of the page - previous and next buttons are labeled with the element names (reflect order of the DITA map, the underlying architecture of the site)
  - o If you highlight anything on an Element page, a toolbar pops up.
    - ▪ This allows you to bookmark a page (can create bookmark folders) or create a note. You can sign up to receive a notification when a change is made to the page. Bookmarks are not shared, they remain private. Notes, however, can be shared within your institution and allow you to include some text in it. We might want to add feature to send a notification when a note has been changed.
    - ▪ Create link piece is still a work-in-progress. Idea is to generate a url to the text that you highlighted. The **Chair** asked how persistent those URLS are intended to be. **Hennelly:** they should be completely reliable. Everything is assigned a random ID that is not dependent on location. When we change the BETA site into the production site, we might need to do some redirects.
- Search
  - o The current Toolkit has a search box that restricts your search to RDA and if you want to search anything else you have to use Advanced Search.
  - o In contrast, the default setting on the search box in the BETA site is all. The dropdown menu allows you to define your search from the start. The "Exact Title" search allows you to skip the search results page.

- o **Hennelly** searched for "font size" to show how policy statements are displayed. Again there is a right rail arrow button that pulls up the RDA content that they are referencing. This keeps you from having to toggle back and forth between the policy statement and RDA.
  - o Instruction numbers from the current Toolkit are searchable. The longer instruction numbers might not work. If you are not getting any hits, try shortening the number.
  - o Search includes all of the usual tools: Quotes, Boolean operators, wildcard (asterisk).
  - o Can search by MARC fields and subfields
  - o Can refine your initial search with facets/filters and additional search box.
- Glossary
  - o Navigation bar disappears if you scroll down too far. This will be fixed.
  - o Inverse term currently displays as a popup. **Hennelly** asked whether or not folks preferred that the inverse term be linked instead. **Maxwell** and **Bourassa** recommended that both options be available. **Ros** said this would be more consistent with the right rail arrow buttons used in other parts of the BETA site.
- Vocabulary Encoding Schemes
  - o These vocabulary lists appear in the RDA instructions.
  - o Longer lists have an alpha scroll.
- Relationship Matrix
  - o Very much a work-in-progress.
- "Submit Feedback" button
  - o Temporary button for the beta phase, on top toolbar
  - o No need to report broken links
  - o **Glennan** added that if you would like action on your feedback, please use the feedback form rather than just posting to listservs. Please don't combine multiple pieces of feedback for one page into one submission.
- Top toolbar: bookmarks and notes.
  - o Menu allows quick change of site language, RDA language, and font size
- Documents editor
  - o Where your documents will live.
  - o HTML editor, allows editing of HTML source
  - o A document may now have multiple owners, though it can only be edited by one person at a time
  - o If you have feedback on the categories that can be assigned to documents, please pass it along.
  - o Subscribing to documents feature - can subscribe by document title or document institution.
- Views
  - o Important part of the profile that you will set up.
  - o Where you can set up your policy statements: select ones you want to display and one you want as your primary.

- o What examples you want to see.
- o Types of views: personal and institutional views.
  - ▪ Subscription manager can specify a view that applies all to members of that institutions
  - ▪ One user can have multiple views: e.g., a clone of the institutional view with some modifications, and also different views for different tasks.
  - ▪ Once 3R Project is completed, idea is to build templates with views appropriate for specific subject areas.
- Graphical browser should be coming in September 2018.

1437. Virtual Participation Task Force, report and discussion: Hayden

Hayden reported the following:
- Task Force has just begun its work and has had two meeting so far.
- Task Force is charged with "exploring ways to lower the barriers to participation in CC:DA, especially for representatives from liaison groups and from specialist communities. The Task Force will explore all possible options for increasing the flexibility of CC:DA meeting participation, including but not limited to virtual meeting and remote attendance options."
- Reviewed existing ALA policies and bylaws, including those from various divisions and subgroups. There is not much information out there related to this topic.
- The Task Force has discussed some virtual meeting platforms and technology readily available. There are some issues that we need to consider including accessibility, participant and time limits, cost, and who would cover this cost. Intend to test a variety of platforms.
  - o ALCTS does have a license for GoToMeeting that allows up to 26 participants with no time limit. Right now meetings are scheduled on a first-come, first-served basis. If we decide to go this route, the existing license might not be enough.
- Will draft procedures on how a hybrid meeting might run, including establishing quorum, voting procedures, and ways to monitor online attendees to ensure they are adequately represented.

Hayden asked for feedback on the Task Force's work thus far, what other things they should consider, and asked if anyone had any other technology recommendations.
- **Hillman**: It is very hard to run large virtual meetings without a tech person on standby. For a lot of virtual meeting platforms, there is usually an ability to record the meeting. With the difficulty in scheduling logistics, there would probably be a lot of people happy to have the recording. **Ros:** We have discussed some of these things in the Task Force. One of the things that we also want to do is to explore the possibility of test trialing platforms. **Hillman:** The criteria for evaluation is critical: how do you report out what worked/what did not?
- **Question from the audience:** Are you looking both at situations where the entire meeting would be virtual as well as trying to include some virtually into an in-person meeting? **Hayden:** Just the latter at this point. When we first discussed this topic at ALA

Midwinter, there seemed to be the leaning to continue in-person meetings. There has been discussion about making ALA Midwinter virtual and ALA Annual in-person.

1438. Follow up discussion on possible Task Forces: Shrader

- The **Chair** emailed the rules list last month to solicit feedback on topics that we discussed at ALA Midwinter and that we were considering developing task forces around. Did not receive strong support from CC:DA members or liaisons on any of these topics. Those topics were:
    - Vocabulary/ontology development - work on how CC:DA might take a role in that arena.
    - Training and programming within ALA to increase skills and knowledge of metadata/linked data amongst catalogers - aimed at administrators to give them the knowledge they need to make appropriate decisions.
    - Application profile development for regional and/or specialist communities - the more we see of the Toolkit Beta site, the more this seems to be a huge need moving forward.
- **Hillman:** In some respects, the training issues are on the top of all that - the how and the what. Virtual training has its challenges.
- **Chair:** Another aspect of training that we need to consider carefully is that there are several other parts of ALCTS that deal with training. Rather than creating a separate program, we might want to look into partnering with these existing organizations. If we were to create a task force related to training, its focus should be more on identifying organizations to partner with and working with them to develop the training.
- **Hillman:** We must meet the needs of folks looking to CC:DA for guidance. A lot of the existing programs are very much dealing with the basics.
- **Ros:** We may also need to think about what effect the possible merger of LITA and LLAMA would have on this.
- **Chair:** Over the last couple of days we have been discussing other work CC:DA might have on its plate during the next six months/year in relation to the Toolkit. We will probably want to refresh the charge and membership of the 3R Project Task Force, which was originally formed to provide comments early on in the 3R Project. We expect that there will be more opportunities for CC:DA to provide feedback as the Toolkit BETA site is developed. **Ros** is currently 3R Project Task Force chair. But because she will be the new CC:DA chair, we need to appoint a new 3R Project Task Force chair.

The **Chair** asked how many more task forces do we want to try to form in the immediate future and can we develop any kind of consensus on the topics and partnerings that we want to explore.
- **Bourassa:** We need to form a task force to update the CC:DA procedures on the ALCTS website. For example, we no longer have the JSC anymore, but the RSC. Now we have NARDAC representatives.
- **Maxwell:** There seems to be a lot of work that still needs to be done on the Toolkit BETA site. Does the RSC want help from CC:DA?

- **Glennan:** It is not clear to me what the RSC will need help with and when. If we reconstitute the 3R Task Project Task Force, might be a logical approach. CC:DA might want to coordinate their own review and feedback of the Toolkit BETA site.
- **Dykas:** Authority work as it relates to digital asset management systems - RDA in non-MARC environments.
- **Maxwell:** Creating application profiles, what would that even mean?

The **Chair** conducted the following straw polls:
- General question: should CC:DA 1) primarily focus on Toolkit BETA site work from NARDAC and the RSC, 2) move forward with other task forces, or 3) do both. **Maxwell:** would like to be able to prioritize new task forces as well. **Myers:** can we even vote for Option 2 given our charge?
  - Option 1: 15 votes.
  - Option 2: 0 votes.
  - Option 3: (vote not taken).
  - The **Chair** said that she was getting the strong sense from everyone that Toolkit BETA site work is important to CC:DA.
- How much other stuff do we also want to take on? **Maxwell:** the other things raised are not outside the scope of CC:DA's charge, but our time is limited. **McIntosh:** are these activities more the responsibility of another group in ALA? **Myers:** the **Chair** should restate the other topics on the table and perhaps we should provide a mechanism for prioritizing those.
- We know that we will need a task force for updating the CC:DA procedures on the ALCTS website. We have two other ongoing task forces: 3R Project and Virtual Participation.
- Straw polls to gauge interest on additional topics/task forces. **Chair:** After this meeting on the blog or listserv we can discuss how we want to prioritize them.
  - Vocabulary/ontology development - 4 votes. **Maxwell:** If we move forward with this one, we should do it in collaboration with SAC.
  - Training and programming within ALA to increase skills and knowledge of metadata/linked data - 4 votes.
  - Application profile development for regional and/or specialist communities (including applying RDA to non-MARC environments) - 22 votes.
- If we are changing CC:DA's charge, need to make sure that CaMMS Executive Committee is involved.

1439. Other new business; reports from the floor; announcement of next meeting, announcement of new chair, and adjournment: Chair

- **Bourassa:** We have two task forces that have not been officially discharged: Task Force to Investigate Definitions of and Instructions for Accompanying Material in RDA and Task Force on Machine-Actionable Data Elements in RDA Chapter 3. **Myers:** The **Chair** is empowered to verbally disband the task forces. The **Chair** disbanded the two task forces and thanked the task force members for their service.

- **Dykas:** Is LC planning on implementing the Toolkit BETA site before it moves to production? **Glennan:** Everyone involved with the BETA site knows not to use it for cataloging until the site moves into production. The RDA Board has to unanimously approve that the BETA site is official and ready to be used. **Maxwell:** What is the length of time between when the BETA site is official and when we start using it? (Would be less than a year as the current Toolkit will only be up for a year once the BETA site moves into production.) **Glennan:** This decision is up to communities. National libraries have been talking about coordinating an implementation date. **Glennan:** Raised concern that policy statements might not be ready.
- **Elizabeth Shoemaker:** Would like CC:DA to strongly advocate that the current Toolkit be archived for future research. **Ros:** This was one of the things that the 3R Project Task Force has been advocating for.
- **Clément Oury** (ISSN rep): Serials Task Force is still active and is working with the Aggregates Working Group. Stressed importance of taking into account serials in RDA. Still improving definitions of serials and continuing resources.
- The **Chair** welcomed the new chair **Ros**. **Ros** thanked **Schrader** for her leadership over the past two years.

The next meeting will be held in Seattle, WA at the 2019 ALA Midwinter Conference, on the following dates:
> Saturday, January 26
> Monday, January 28

The **Chair** adjourned the meeting at 4:27 p.m.

Respectfully submitted,
Kathryn Lybarger, Intern
Emily Thaisrivongs, Intern