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
2019 ALA Midwinter Meeting in Seattle, Washington
January 25, 2019
Draft

Members present:
Amanda L. Ros, Chair
Daniel Jergovic
Teressa M. Keenan
Tim Kiser
Heather McIntosh
Calli Neumann
Emily Thaisrivongs
Kathryn Lybarger, Intern
Richard Guajardo, Webmaster

Ex-officio representatives:
Kate James, LC

ALA Liaisons present:
Felicity Dykas, ALA/ACRL
Peter V. Fletcher, ALCTS/CRS
Jessica Hayden, ALCTS/MIG
Robert Maxwell, ALCTS/CaMMS/SAC
Honor Moody, ALA/ACRL/RBMS
Patricia Ratkovich, ALCTS/CaMMS/CCM
Jia Xu, ALCTS/CaMMS/CC:AAM
Min Zhang, ALA/MAGIRT

Non-ALA Liaisons present:
Everett Allgood, PCC
Dominique Bourassa, NARDAC
Stephen Hearn, NARDAC
Mary Huismann, MusLA
Kelley McGrath, OLAC
John Myers, [CC:DA liaison to] MAC
Karen Stafford, ARLIS/NA
Ryan Tamares, AALL
Jay Weitz, IFLA Cataloging Section Liaison

Donna Wells, ATLA

Notes:

I. The minutes do not necessarily record discussion in the order in which it occurred. Material may have been rearranged in order to collocate items related to specific topics for clarity.

II. While recordings of the CC:DA meetings were made, the process of transcription is laborious. Only in some cases are exact quotes included.

III. In CC:DA minutes, a "vote of the Committee" indicates a poll of the actual voting members rather than of representatives/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, January 25, 1:00–5:30 p.m.

Renaissance, Municipal/Superior Rooms (Courtyard)

1440. Welcome and opening remarks: Chair

Amanda Ros, **Chair**, called the meeting to order at 1:00 p.m., and welcomed voting members, liaisons, representatives, and audience members.

1441. 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.

1442. Adoption of agenda: Chair

There are changes to the agenda:
- There is no 3R Task Force report, and Glen Wiley was not able to attend. The **Chair** will lead a discussion.
- Discussion of CC:DA communication will be around 30 minutes,
- Discussion of possible new task forces will also include a discussion of future directions of CC:DA (45 min.)

The **Chair** asked for additional changes to the agenda.

The **Chair** invited a motion to adopt the agenda as revised. **McIntosh** moved, **Keenan** seconded, and the motion passed unanimously.

1443. Approval of minutes of meeting held at 2018 Annual Meeting: Chair [Minutes of the meeting held at the 2018 ALA Midwinter Meeting in New Orleans, Louisiana June 23 and 25, 2018] (5min)

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:

- Kathy Glennan should be listed as ALA Representative to NARDAC
- Dominique Bourassa should be listed under ex officio instead of under liaisons

The **Chair** asked for additional changes to the minutes. None were posed. The **Chair** invited a motion to accept the amended minutes as final. **McIntosh** moved, **Jergovic** seconded, and the motion passed unanimously.

1444. Report from the Chair [Chair's Report on CC:DA Motions and Other Actions, July-December 2018]

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

- Due to the RDA Steering Committee's (RSC) 3R Project, CC:DA has had no discussion papers or proposals to work on since ALA

- Two CC:DA Task Forces have been in operation between July and December 2018

- There was a motion to update the charge of the CC:DA 3R Task Force in July.

- Votes taken related to the 3R Task Force:
    - o Vote to revise the charge of CC:DA 3R task force moved by **Keenan**, seconded by **Kiser**. The motion passed unanimously.

- The CC:DA Virtual Participation Task Force was formed May 14, 2018. The 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 explored possible options for increasing the flexibility of CC:DA meeting participation, including but not limited to virtual meeting and remote attendance options. The Task Force submitted recommendations to the full Committee on November 15, 2018.

- Votes taken related to the Virtual Participation Task Force:
    - o Vote to approve the report of the CC:DA Virtual Participation Task Force moved by **Wiley**, seconded by **Kiser**, with the revisions. The motion passed unanimously.

The **Chair** invited a motion to confirm the activity of CC:DA between July and December 2018. **Kiser** moved, **Jergovic** seconded, and the motion passed unanimously.

1445. Report from the Library of Congress Representative: James [Library of Congress Report]

James discussed highlights from her report posted on the CC:DA website. A fuller report is available at https://www.loc.gov/librarians/american-library-association/midwinter/

The report includes information about the following:

- General
    - o Library of Congress Exhibit Table
    - o Federal Budget (Library of Congress is fully funded through FY 2019)

- General Cataloging
    - o Staffing changes

- Dave Reser, after almost 20 years as a cataloging policy specialist, accepted a new position in the ILS Program Office in July 2018.
      - Ivey Glendon joined PSD as a senior library automation specialist on January 7, 2019.
      - Veronica Ranieri joined the Cooperative and Instructional Programs Division (COIN) in November 2018 as a cooperative cataloging policy specialist after working as an assistant editor in the Data Integrity Section of PSD
      - Randall Berry, chief of the Asian and Middle Eastern Division of ABA, retired on June 29, 2018.
      - Zbigniew Kantorosinski, chief of the Germanic and Slavic Division, retired on December 31, 2018
      - Linda Geisler, chief of the U.S./Anglo Division, retired on December 21, 2018.
      - Fehl Cannon was appointed field director of the Library's office in Islamabad, Pakistan, effective July 22, 2018.
    - LC guidelines supplement to the MARC 21 format for authority data
      - Appendix added describing the process by which changes to the MARC 21 Format for Authority Data are implemented in the LC/NACO name authority file (LC/NAF) as well as in the authority files for LCSH, LCGFT, LCMPT, and LCDGT.
    - BIBFRAME (see report)

- Descriptive Cataloging
    - Library of Congress – PCC policy statements
      - Continue to be on hold in preparation for the 3R project
    - Descriptive Cataloging Manual
      - New section: Z12: Special projects for name authority records and bibliographic records, added October 2018.
      - DCM Z12 provides background information and instructions about special projects for authority records in the LC/NAF
      - Z12 also contains information about LC bibliographic records changed during these projects
      - Z12 should be used in conjunction with Z1 and other appropriate cataloging documents for authority work.

- Subject Cataloging and Classification
    - "Multiple" subdivisions
      - For example, —Buddhism [Christianity, etc.].
      - In order to better support linked-data initiatives, the Policy and Standards Division has begun a project to cancel "multiple" subdivisions from LCSH and create individual authority records for each valid complete heading string created based on the "multiple" subdivision.

- OCLC Research is assisting in this effort by providing lists of the headings used in bibliographic records in OCLC.
- The authority records generated by this project will be added to LCSH in batches beginning in the first quarter of 2019, and the records will be distributed through the MARC Distribution Service's Subject-Authorities product.
  - Statistics in summaries of decisions
    - Beginning with the Summary for October 2018, summaries of decisions now include statistics on the approximate number of proposals that were approved on the list, as well as the number that were not approved, not necessary, or marked resubmit.
  - Qualifiers in subject headings for individual Kurd, Arab, and Berber groups
    - All new headings for these groups will use the word "people", not "tribe"
    - LC will undertake a project to systematically revise existing headings whose qualifiers include the word tribe.
  - Sexual minorities
    - Headings representing individual sexual and gender minorities had been narrower term of "Sexual Minorities" are now narrower terms of "Persons".

- Other LC Vocabularies
  - Moratorium on LCDGT proposals

1446. Report of the ALA Representatives to the North American RDA Committee: Bourassa [Report on NARDAC and RDA-Related Activities, June-December 2018]

Bourassa reported on NARDAC activities:

- NARDAC has now completed its first year of existence.
- Kathy Glennan's term ended at the end of 2018 when she became RSC chair
- Stephen Hearn has been appointed as the new ALA representative to NARDAC for a three-year term.
- Reviewed the Terms of Reference and proposed the following amendments (now approved):
  - Limiting the term of the RSC representative to two years with a limit of no more than two consecutive terms (to correct a discrepancy between the ToR and the RSC documents)
  - Limiting the length of term of the back-up RSC representative to 2 years with no limit on the number of consecutive terms an individual can serve in this position
  - Adding a requirement to consult with both the regional organizations and the RDA Board before changes to the terms of reference are approved.

- With the help of ALA Publishing, NARDAC members designed an attractive new logo for NARDAC.
- NARDAC members participated in the development of the new RDA Toolkit.
- Recommended catalogers from North America to investigate Western biases in RDA, particularly seeking indigenous people or catalogers who work with indigenous communities; still accepting recommendations.
- Report includes lengthy list of outreach events.

Bourassa reported on RSC activities:

- RSC membership and government changes
    - Gordon Dunsire's term as RSC Chair ended on December 31, 2018. Kathy Glennan succeeded him on January 1, 2019. Gordon began a two-year term as the Technical Team Liaison Officer in January.
    - Dave Reser's term as a co-opted member ended in July; Bill Leonard's term as a co-opted member ended in December.
    - RSC members attended a meeting in Mexico City with the goal of forming the Latin American RDA Regional Group; groups for Africa and Asia not yet formed
    - RSC expects to disband working groups that are dormant due to 3R project; some groups may be reformed with new terms of reference.
    - RSC will recruit a new Examples Editor.

- 3R Project highlights
    - Beta Toolkit released
    - Feedback strongly encouraged
    - Projected date for completion of 3R Project (including translations and policy statements) is December 2019. English text projected to be stable by April.

- Outreach
    - New YouTube channel for RDA Toolkit

- RSC meeting, October 2018
    - Stabilization of English text
    - Library Reference Model update
    - RDA content discussion
    - RSC communication and work process

- Future meetings
    - 2019 – Santiago, Chile
    - 2020 – Jerusalem
    - 2021 – Wellington, New Zealand

Myers expressed concerns about communication in the new governance model, including that regional groups like NARDAC do not have a direct voice with RSC, and may not receive sufficient information to most effectively work with their constituencies.

Bourassa acknowledged that there are challenges, and that the groups are working to address these by holding virtual meetings monthly, as well as communication between those meetings. She described how having all regional groups involved in discussions at the RSC level would slow down the process, but how having those discussions summarized for the regional groups would allow discussion within that group to inform their RSC representative for future meetings. She pointed out that this is temporary situation, and we will be able to finalize how we work after the 3R Project. She praised the work **Brenndorfer** is doing as representative.

Allgood emphasized the need for a continued commitment to transparency.

Glennan explained that NARDAC is not intended to replace committees like CC:DA and CCC, but designed to be a lightweight layer to sit on top of them; the representatives will have to work together to make sure that all the information we got under the old structure still gets to us. She encouraged the committee to trust them, but also to communicate with them about what we need.

James appreciated the expressed concerns and the importance of being fully informed about changes to RDA. She reminded the group that it is part of the NARDAC terms of reference that the representative is to keep NARDAC members informed of RSC activities.

McGrath asked for more information on the new approach to animals and animal actors in RDA, and what the rationale was for this. **Bourassa** explained that agents must be human beings, so animals cannot be agents. They are no longer RDA entities, so we must provide an element to link outside the model, such as "related entity of work". PCC and LC will have to determine how to code them for authority work. **James** said to expect a white paper from PSD later this year covering not only animals, but also fictitious characters and other non-humans.

1447. Report of the CC:DA webmaster: Guajardo

Guajardo reported the following:

- The CC:DA website uses WordPress, updated by ALA. The site also uses several plugins to WordPress and we update those as needed.
- Activity in recent months has been fairly light, so attention has turned to other projects
- If you are a member or liaison and do not have a blog account, contact **Guajardo** or the **Chair**.
- This fall semester, activities focused on:
  - Virtual Participation Task Force, considering what duties and responsibilities might ensue if we implement virtual participation
  - ALA Connect

- Had the opportunity to work on ALA Connect through the administrative interface. The new site is very functional, and over time, people will be happy with it.
- The administrative side is not very intuitive; anyone responsible for managing files on the site is encouraged to practice frequently.

1448. Report of the PCC liaison: Allgood [PCC Report for CC:DA at ALA Midwinter, Seattle, January 2019]

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

Highlights from the report included:

- PCC Directory
    - o The new PCC Directory was made available during the summer
    - o Statistics should be submitted at least twice a year
    - o Members need to create profiles and login regularly; passwords must be reset every 60 days

- Standing Committee on Applications
    - o Finalizing guidelines on creating records with minimal ISBD punctuation, to be approved during this conference
    - o Once guidelines are approved, PCC Policy Committee will determine start date

- Standing Committee on Standards
    - o While RDA is under redevelopment, the Standing Committee on Standards has suspended much of its usual work producing guidelines and decisions
    - o Timelines for resuming typical SCS activities should become clearer in the next few months
    - o One project: providing more explanatory text for Provider-Neutral guidelines

- Standing Committee on Training
    - o LRM training task group
        - ▪ Group has been re-charged to focus solely on LRM; a new 3R group will be charged at a later date
        - ▪ Completed the initial outline for LRM training
        - ▪ Training will focus on LRM model itself, only referencing other models to provide broader context
        - ▪ Training will consist of a series of short modules, each focusing on one aspect of the model
        - ▪ Training will be an introduction to concepts and terminology, not a course on in-depth application of the model

- Currently working on templates for each training module

  o URI training task group
    - Appointed, with Paul Frank as chair
    - Will develop training based on the work of the PCC URI group, building on existing materials when possible
    - Work put on hold until the work of the PCC Task Group on Linked Data Best Practices is further along

  o Next steps
    - NACO training for OCLC Record Manager

Bourassa asked why passwords needed to be re-set so frequently. **Manon Theroux** explained that this security requirement was imposed from above in the LC hierarchy, and that they had tried to push back, with no success.

Bourassa asked why we were moving to self-recording, when we had an automated system that was working well. **Manon Theroux** and **Allgood** explained that what looked like a seamless process from the outside was a lot of work, and was not sustainable as PCC grew.

1449. Report of the CC:DA 3R Task Group Discussion: Chair

Glen Wiley stepped down as chair of the Task Force, is not attending ALA Midwinter. The Task Force continues to look for problems in the new RDA Toolkit Beta site, trying to catalog different items and giving feedback, as they have time.

The **Chair** asked if any current members of the Task Force (or member of CC:DA or liaison) were interested in serving as chair. She emphasized that this is CC:DA's best opportunity to provide input into the new RDA Toolkit as a group. **Bourassa** suggested that the new chair should have a real plan for evaluating and finding problems in the Toolkit, and offered to assist as an ex officio member.

Glennan shared that RSC was receiving feedback from other regional committees, and wanted us to have the opportunity to give formalized feedback. She also pointed out the short deadline for input having substantial impact, as the English text was expected to be finalized by April.

Bourassa suggested that we have the option of not doing formal reports, but can use the feedback form as individuals or as a group, and discuss the feedback we had given in CC:DA meetings.

Myers described frustration and fatigue, having trouble finding AACR2 concepts in the current RDA Toolkit, and now also having trouble finding current RDA concepts in the Beta Toolkit. It

is hard to take the time to learn a new system. **Bourassa** pointed out that we will be using this standard in the future, so should start learning it now.

Allgood pointed out that anecdotal feedback did not have the same impact and gravitas as a formal CC:DA response. A Task Force can do this work more systematically. He wondered how young catalogers would begin, without the knowledge of past standards, and how to teach a new cataloger how to catalog in RDA **Bourassa** suggested that new catalogers may find the new site logical, without the expectations that experienced catalogers have developed from other systems.

Bourassa described how the new RDA Toolkit becomes logical once you are used to it, and know where to look for things. There will have to be guidance from PCC and CC:DA on which elements and options to use. While CC:DA cannot yet make formal proposals, we try using the Toolkit, find problems, and start planning the proposals we want to make.

Glennan encourages CC:DA to share expertise with RSC, and points to this as an opportunity to continue to build its reputation and make contributions to the Toolkit, though said it was likely that both individual and group feedback would be given attention.

Regina Reynolds suggested assigning catalogers to catalog one or two things using different parts of the Beta Toolkit, as was done successfully with the RDA Testing Group. Just reading the site is different from trying to actually use it, and you will notice different things.

The **Chair** will send an email seeking volunteers for committee chair, and invites further discussion of this topic by email.

1450. Report of the MAC Representative: Myers [Report]

Myers reported the following:

- MAC met this morning, and took up three of the six papers
    - Proposal 2019-01: Designating Open Access and License Information for Remote Online Resources in the MARC 21 Formats (passed)
    - The other two papers were discussion papers; submitting bodies responded to concerns expressed on the MAC listserv
- A full written report will be submitted after conclusion of the conference

1451. Report from ALA Publishing Services and Presentation on RDA Toolkit changes: Hennelly

Hennelly weighed in on the discussion on the RDA Task Force:
- All constructive feedback is appreciated, whether from groups or individuals

- It is now late for a task force report to have significant impact on the April release
- No reason to not do full evaluation and report on stabilized text after April

Hennelly weighed in on the discussion of the new governance structure and the role of CC:DA:
- He and Gordon Dunsire attended a four-day conference in Mexico City with representatives from libraries from around Mexico, but also other countries such as Argentina, Brazil, Chile, Columbia, Costa Rica, Panama.
- Meeting was the result of a conscious outreach effort from the RSC and ALA Publishing
- Some countries had concerns about contributing and receiving information if their national library is not very active
- How will this work in Africa or Asia, which are so massive and diverse?
- New governance structure is intended to be more agile; if it is not working, important that we know about it

Hennelly provided updates from ALA Publishing Services:
- Subscriptions are up slightly (about 0.5%), with most new subscribers from Europe and Latin America
- Large financial hit last year (around $50k), due to change in pricing to make it more accessible and affordable for LIS programs
- Toolkit sessions have tripled in the past year, mostly due to the Beta Toolkit site
- Received 150 submissions of feedback, mostly constructive and helpful, ranging from typo corrections, new ideas for functionality, and suggestions on how the text reads. Feedback is shared with ALA Publishing and RSC.
- Over next six months, will continue updating the Toolkit in beta mode. New structures allow for faster updates.
- Doing last round of tinkering with markup and structure; once that settles, updates will be cleaner and faster.
- Will put up stabilized text as it becomes available; as text stabilizes, will pass to translators.
- Translators already working on vocabularies; next will be elements, then boilerplate text
- Policy Statement Working Group has been formed to discuss markup of policy statements and how policy statement features will work.
- Graphic browser still under development:
  - A thumbnail will display in entity/element pages, showing where you are
  - A larger animated version will allow navigation in structure of RDA
  - This is in response to suggestion from user group and others that RDA Toolkit should educate you about RDA as you use it
  - Scheduled for release in April, or June at the latest
- Help pages for using the new Toolkit will be available in April
- Citation numbering:
  - People were not happy about no longer having instruction numbers

- o Needed a way for people to succinctly direct people to part of the RDA Toolkit in print or other non-digital medium
  - o Each citable chunk of text will be assigned a number like XX.XX.XX
  - o Numbers will be random, not ordered, and permanent.
  - o Numbers can be shared, and typed into the search box to quickly find text
  - o Number will be available in the Toolkit through the popup toolbar.
- Print version of RDA:
  - o New Toolkit has many more pages; will have to rethink print version
  - o Might break out glossary into two volumes
  - o How to make a print version of RDA that is a viable product both for users and from a business standpoint
  - o RDA essentials will be updated in the coming year
- Other books about RDA:
  - o Chris Oliver is updating Introducing RDA
  - o Bob Maxwell is thinking about updating his book
- Following the April release:
  - o Focus of the work shifts to translators and policy statement writers
  - o RSC and ALA Publishing will shift attention to Orientation Project
- Orientation Project:
  - o RDA concepts, how the Toolkit works, and how to learn and train with it
  - o Series of webinars, online courses, PDF materials
  - o Hope to do more events like yesterday's pre-conference
  - o Goals:
    - ▪ assure that users are comfortable with new Toolkit
    - ▪ introduce users to core concepts in the revised standard
    - ▪ clarify the impact of RDA's implementation of LRM
    - ▪ illustrate approaches to RDA and RDA Toolkit that may be useful to LIS instructors and trainers
  - o Appreciate help and feedback from the community about what kinds of things they need instruction, guidance, or clarification about
  - o Possible topics: application profiles, recording methods, relationship elements, aggregates
  - o Educational materials could be basic or in-depth
- Targeting goals for each year
  - o Last year, get off the ground in Latin America
  - o This year, take a harder look at RDA teaching, use of the Toolkit in LIS programs, and what we can do to facilitate more use of the Toolkit in that environment. Looking to establish better communication with LIS community
- Schedule:
  - o 3R will not be complete until sometime next year
  - o When it is complete, beta site will become primary site
  - o Original site will stay up for one year

- There is time to digest the new RDA standard, assess it, and figure out new ways forward
- Policy statements
  - People will have to rethink how they write policy statements due to new structure
  - Policy statements can be very different; may be simple like application profiles (like British Library policy statements), but may include more background information and examples (like LC policy statements). Not going to dictate how they should be, but they must respond to new structure.
  - Will probably be the slowest part
  - Will not consider the Toolkit to be complete until helpful and substantive policy statements are in place

Ratkovich described how the new LIS pricing model worked well at University of Alabama, where the SLIS program had previously piggybacked off of the library's subscription for years (which was time-consuming for the library). **Hennelly** confirmed that LIS programs should definitely have their own subscriptions, and that the new simpler model worked better than the old complicated method of pro-rating subscriptions. They had hoped for greater participation though.

Regina Reynolds asked about the possibility of tagging RDA instructions for particular formats (like serials), which had been discussed for the original RDA. **Hennelly** described how the new structure of RDA has built-in flexibility that will allow us to create views based on subject matter, audience needs, or cultural needs. Examples might include "RDA for Music Librarians" (with music-related instructions and MLA policy statements), or "Intro to Cataloging" (to be used in LIS courses).

An audience member asked how to flag material to have it shared globally, locally or kept private. **Hennelly** described the new Toolkit's admin interface where you can control who has profiles and who has the ability to share things. You can also organize notes or bookmarks into folders; may implement a way for users to subscribe to those folders.

Hennelly said that accessibility has been a major priority for 3R, and that they hope to post a report on the accessibility rating of the site with the roll-out in April or June.

1452. Report on the Virtual Participation Task Force: Hayden

Hayden thanked the members of the Task Force:
- Teressa Keenan
- Richard Guajardo
- Amanda Ros
- Patricia Dragon

The report was approved by CC:DA in November with a few minor revisions. Recommendations are not currently being tested at Midwinter; hopefully at Annual.

Outstanding questions from the report:
- The Task Force recommended that two members of CC:DA monitor online participants: possibly the webmaster and one of the secretaries? Or should the chair ask for volunteers ahead of time?
- Should we limit the number of remote participants? (What would be an appropriate number?) May appoint members as virtual participants as they are appointed to CC:DA, with the assumption that you will attend in-person otherwise.

The **Chair** received a request to share the report with the working group exploring the possible ALCTS/LITA/LLAMA merger, as this could have broader applications. The Task Force is considering testing this starting with no more than two people.

Maxwell agreed with the decision to test with a few people, keeping the meeting as mostly face-to-face, but wondered about allowing unlimited virtual attendance for non-members? **Hayden** brought up the issue of conference registration for virtual-only participants. If someone serving on the committee calls in for just this meeting, should they have to register for the conference?

Allgood asked about virtual participation in task forces, and whether meetings would be hybrid. **Hayden** clarified that they were only currently discussion virtual participation in CC:DA meetings, which would have to be hybrid, with most participants attending in person.

The **Chair** explained that we were exploring this option because funding to attend conferences is shrinking, and CC:DA's requirement of a commitment to attend both the Midwinter and Annual conferences limits who is available to serve. There is no intention of having meetings where the majority are not in attendance, but it would be good to have the model in place for individuals in case of weather or health issues.

1453. Discussion on CC:DA communication: Ros

The **Chair** invited discussion on several topics related to CC:DA communication:

- Committee reports
    - We are currently following the model that there are certain groups or liaisons that will always give reports at the CC:DA meeting. When 3R is stable and we starting reviewing proposals, we need to consider how to make the most of the time we have for CC:DA meetings
    - Do we need to allow time for people to read the reports? Should we have deadlines for people to submit reports so they are available with the agenda, with CC:DA voting members and liaisons responsible for reading them ahead of time and prepared to make comments?

- For current agenda, most people giving reports wanted around 10-15min for their report and discussion.
- **McIntosh** liked the idea of reading the reports ahead of time, and that having dialogue would be a more appropriate use of meeting time.
- **Myers** stressed the importance of receiving the reports in a timely manner, allowing time for conference travel, and with alerts that the report has been submitted.
- **Maxwell** said that he does like hearing highlights of reports at the meeting, to hear what they think are the most important points. He pointed out that we'll have more time when we have both meetings.
- **Mark Scharff** encouraged taking into account the experiences of a person attending their first CC:DA meeting. If all of the knowledge-sharing happens before the meeting, it will be difficult to get new people engaged. Technology is better now than in the past, but still a challenge to figure out how to engage.
- The **Chair** reminded the group that we will start having more agenda items as we have proposals to review. We may table this discussion until we get back into the traditional CC:DA two-day format.
- **Bourassa** suggested providing a basic agenda one month before, and any reports (when possible) two weeks before the conference.

- ALA Connect vs. blog and listserv
  - An email from ALA on the ALCTS Central mailing list on December 17 reminded committees to use ALA Connect for all of the committee's communication instead of Sympa. It described how ALA Connect is easier to maintain, and also can be used through email (without visiting the ALA Connect web site). It also includes a library to store documents that can be attached to discussion posts.
  - We should discuss this issue, and possibly form a task force.
  - **Guajardo** provided more information:
    - The message from ALCTS is focused on members of the committee in a strict sense; includes only full members, webmaster, and interns, but not liaisons or other regular participants
    - Similarly, "all committee work" refers only to committee members
    - All other communication still has a place on the rules list, because this group and messaging on the rules list go beyond the scope of ALA
    - It would not be a good fit to try to use ALA Connect for communication that must reach beyond the committee or even beyond ALA
    - CC:DA could definitely make use of ALA Connect
    - We could use ALA Connect storage space for meeting recordings
    - Committee communications should happen on ALA Connect.
    - ALA Connect as it is now is not a final product; it has taken us beyond where we were, and there are additional steps that have not been implemented

- ALA Connect allows you to organize, describe, index, and manage files; if there is a body of knowledge that pertains strictly to the committee, this would be a fine place for it
- Other tools are also useful; we use the blog to communicate with people outside the committee and beyond ALA
- ALA Connect may meet the needs of many groups, but we are different and may need other options
- This group is a very big family, where ALA Connect would be more appropriate for a more closed group with a more narrow focus. By default, you cannot view the information there unless someone forwards it to you.

- The **Chair** said that if it is not feasible for us, we need to be able to tell ALCTS that it is not feasible, and that we're not going to use it
- **Myers** agreed that it is not feasible for us. He described the committee working with ALCTS to configure the rules list to include both read/respond and read-only subscriptions, to address open meeting concerns. We do committee work between meetings on that list, and if we want to continue doing that, we need an instrument to support that; ALA Connect is not that instrument.
- **Maxwell** described SAC using ALA Connect for its communication. He said that it is more cumbersome and harder to use for communication, but is open to the public, so would satisfy open meeting requirements.
- **Robert Rendall** described how CC:AAM is using ALA Connect. He confirmed that the site can be public, but must be entirely public or entirely private; the CC:AAM site is public, so any private communication must be done by email. He was also under the impression that this was encouraged, but not mandatory. He suggested checking how much pressure we are under to change, examining the features of ALA Connect carefully to see whether it will meets CC:DA's needs or if we can make a good case that it won't.
- **Guajardo** summarized:
  - We want the site to be public, and are going to post the types of materials that should be public
  - The default configuration of ALA Connect will not work for us
  - There are options we can exercise, but require decisions of the group
- **Bourassa** addressed the issue of bounced messages, saying we could more easily handle these if the committee chair was owner of the list (as they had been in the past). The **Chair** was told that the ALA liaison was in charge of it.
- **Myers** described list ownership as a manageable and valuable power of the chair; you could approve messages from committee members that had been erroneously flagged, as well as relevant messages from non-committee members
- **Thaisrivongs** proposed that if a task force is formed, we might increase the scope to deciding what sorts of discussion should happen on the blog vs. the listserv
- The **Chair** did a straw poll with options:
  - Table this discussion for now, and reach out to ALCTS for more information (overwhelmingly in favor of this option)

> > ▪ Form a task force to investigate what we can and can't do, and what we want to do with the combination of the blog and the rules list
> > o **McIntosh** suggested asking whether it was possible to have an ALA Connect site that is partially open, partially closed
> > o **Maxwell** questioned whether we have discussion that needs to be closed. The **Chair** clarified that everything can be viewed, but some things should not be open to comment
> > o **Bourassa** asked whether liaisons who are not members of ALA would be able to comment on ALA Connect. **McIntosh** pointed out that anyone can create a free ALA Connect account, so this is not a restriction.
> > o **Glennan** explained that restricting comments was more important when we are reviewing proposals and specifically want feedback from the committee and other experts.

1454. Discussion of possible Task Forces: Ros

The **Chair** led discussion of possible task forces:

- Possible task force: Revision of CC:DA procedures
  o Procedures were last updated in 2011; prior to that, in 2007
  o Some changes needed regarding structure (references to "Joint Steering Committee" should be RSC; now have NARDAC representative)
  o There is documentation from previous revisions.
  o **Glennan** asked whether the documents describe CC:DA procedures for responding proposals, in which case this work should wait until the new system is in place.
  o **Bourassa** confirmed that some documents covered proposals, so those parts could wait, but we could work on other parts. Also, any changes would have to be approved by the ALCTS board.
  o **Myers** pointed to another needed change, that CC:DA parliamentary procedure is still listed as Sturgis, but we use Robert's Rules.

- Other possible task forces discussed at last meeting:
  o Vocabulary/ontology development
  o Training and programming within ALA to increase skills and knowledge of metadata/linked data
  o Application profile development for regional or specialist communities, including applying RDA to non-MARC environments

The **Chair** led a discussion on the future of CC:DA:
- Hopefully by June, we'll have a better idea of how the proposal process will work
- **Bourassa** has been holding on to items for us for when the proposals start moving again
- In the not-too-distant future, we'll have more traditional CC:DA work

- We should be thinking about not just task forces, but whether we need to change the charge of CC:DA (requiring input from CaMMS, ALCTS)
- **Bourassa:** When the proposals process starts, American proposals (except from LC) will go through CC:DA. CC:DA can also create new proposals.
- **Patricia Ratkovich** suggested waiting to see if the ALCTS/LITA/LLAMA merger was going to happen, at which point we would have to re-examine CC:DA's charge.
- **Maxwell**: We don't need to make work for ourselves. We can create proposals, even without knowing the exact procedure, and those always take time.

1455. Other new business; reports from the floor; announcement of next meeting, announcement of new chair, and adjournment: Chair

Maxwell has volunteered to chair the 3R Task Force. If anyone is interested in serving on the task force, he is willing to add more members.

The **Chair** reported that **Diane Hillman** has decided to retire. She will not be coming to ALA consistently, and will no longer be the liaison to DCMI. DCMI has decided not to appoint a new liaison to CC:DA.
- **Myers** described how the work of this committee has been invaluably aided by Hillman's insights over the years, and invited a round of applause in recognition of her long service and contributions to this committee.

Glennan announced Monday's meeting led by the RSC, "A Deeper Dive into RDA".

The next meeting will be held in Washington, DC at the 2019 ALA Annual Conference, on the following dates:
>
> Saturday, June 22
> Monday, June 24

The **Chair** adjourned the meeting at **5:01** p.m.

Respectfully submitted,
Kathryn Lybarger, Intern