

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  
2020 ALA Midwinter Meeting in Philadelphia, Pennsylvania  
January 25, 2020  
Draft**

**Members present:**

Amanda L. Ros, Chair  
Daniel Jergovic  
Teressa M. Keenan  
Tim Kiser  
Kathryn Lybarger  
Calli Neumann  
Nancy Mitchell Poehlmann  
Emily Thaisrivongs  
Glen Wiley  
Kumiko Reichert, Intern  
Richard Guajardo, Webmaster

**Ex-officio representatives present:**

Dominique Bourassa, NARDAC  
Stephen Hearn, NARDAC  
Melanie Polutta, LC  
Nathan Putnam, OCLC  
Jay Weitz, IFLA Cataloging Section Liaison

**ALA Liaisons present:**

Peter V. Fletcher, ALCTS/CRS  
Robert Maxwell, ALCTS/CaMMS/SAC  
Timothy Ryan Mendenhall, ALCTS/MIG  
Honor Moody, ALA/ACRL/RBMS  
Andrea Morrison, ALA/GODORT  
Patricia Ratkovich, ALCTS/CaMMS/CCM  
Jia Xu, ALCTS/CaMMS/CC:AAM  
Min Zhang, ALA/MAGIRT

**Non-ALA Liaisons present:**

Everett Allgood, PCC  
Thomas M. Dousa, CLA  
Leoma Dunn, SLA  
Mary Huisman, MusLA  
Heidi G. Lerner, AJL  
Kelley McGrath, OLAC  
John Myers, [CC:DA liaison to] MAC  
Diane Napert, ARSC  
Jahala Simuel MedLA  
Karen Stafford, ARLIS/NA  
Weatherly Stephen, SAA  
Ryan Tamares, AALL  
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:

**3R Project** = RDA Toolkit Restructure and Redesign Project

**AALL** = American Association of Law Libraries

**AAP** = Authorized access point

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

**ACRL** = Association of College and Research Libraries  
**AFOS** = Acquisitions Fiscal and Oversea Support Division  
**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  
**CIP** = Cataloging in Publication  
**COIN** = Cooperative and Instructional Program Division  
**CRS** = ALCTS/Continuing Resources Section  
**CSM** = Classification and Shelving Manual  
**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  
**ISNI** = International Standard Name Identifier  
**ISSN** = International Standard Serial Number  
**JSC** = Joint Steering Committee for Development of RDA (up to 2016)  
**LC** = Library of Congress  
**LC/NAF** = LC/NACO Authority File  
**LC-PCC PSs** = Library of Congress Policy Statements  
**LCDGT** = Library of Congress Demographic Genre Terms  
**LCGFT** = Library of Congress Genre/Form Terms  
**LCMPT** = Library of Congress Medium of Performance Thesaurus  
**LCSH** = Library of Congress Subject Headings  
**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  
**NAR** = Name Authority Record  
**NHP** = Non-human personage  
**NARDAC** = North American RDA Committee  
**OLAC** = Online Audiovisual Catalogers  
**OMR** = Open Metadata Registry  
**ORDAC** = Oceania RDA Committee  
**PCC** = Program for Cooperative Cataloging  
**PSD** = Policy and Standards Division of the Library of Congress  
**RBMS** = ACRL/Rare Books and Manuscripts Section  
**PTC** = Policy, Training, and Cooperative Programs Division  
**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  
**SES** = String encoding scheme  
**SHM** = Subject Heading Manual  
**SLA** = Special Libraries Association  
**URI** = Uniform Resource Identifier  
**VES** = Vocabulary encoding scheme  
**WCAG** = Web Content Accessibility Guidelines  
**WEMI** = Work/expression/manifestation/item, the FRBR group 1 entities

*Saturday, January 25, 1:00–5:30 p.m.*  
*Pennsylvania Convention Center, Room 108-B*

**1474. 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. The **Chair** asked those who were willing to contribute to note-taking on the shared Google Doc draft for the meeting minutes. The official minutes will be posted after the Midwinter Meeting.

**1475. 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.

**1476. Adoption of agenda: Chair**

The **Chair** asked for a change to the agenda, to switch the orders of “Proposal on Changing Procedural Guidelines for Proposed New or Revised Romanization Tables” with “Report on the CC:DA Virtual Participation Task Force”.

The **Chair** invited a motion to adopt the agenda. **Tim Kiser** moved, **Daniel Jergovic** seconded, and the motion passed unanimously.

**1477. Approval of minutes of meeting held at 2019 Annual Meeting: Chair** [[Minutes of the meeting held at the 2019 ALA Annual Meeting in Washington, DC, January 22, 2019](#)]

The **Chair** explained that a draft of the minutes had been distributed to CC:DA prior to this meeting.

The **Chair** asked for any changes to the minutes. None were posed. The Chair invited a motion to accept the minutes as final. **Kiser** moved, **Glen Wiley** seconded, and the motion passed unanimously.

**1478. Report from the Chair** [[Chair’s Report on CC:DA Motions and Other Actions, July-December 2019](#)]

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

- The following is a record of motions made and votes taken between July 1 and December 31, 2019
  - Motion to authorize the ALA Representatives to NARDAC to send the Curator proposal to NARDAC with the proposed revisions
  - Motion to authorize our NARDAC representatives to share CC:DA’s responses with NARDAC, so they can formalize a response to the RSC
- Four CC:DA Task Forces have been in operation between July and December, 2019
  - CC:DA 3R Task Force
  - Virtual Participation Task Force
  - CC:DA Procedures Review Task Force was formed July 26, 2019. The Task Force is charged with revising CC:DA procedures. Members are **John Myers**, Chair,

Tamara Fultz, Dan Jergovic, **Calli Neumann**, Mark Scharff, **Emily Thaisrivongs**, **Dominique Bourassa**, ex officio.

- CC:DA RDA Beta Toolkit Training Investigation Task Force was formed July 26, 2019. The Task Force is charged with investigating RDA Toolkit Beta training. Members are Glen Wiley, Chair, Adam Baron, Felicity Dykas, **Peter Fletcher**, Jeannette Ho, **Andrea Morrison**.

The **Chair** invited a motion to confirm the activity of CC:DA between July and December 2019. **Kiser** moved, **Wiley** seconded, and the motion passed unanimously.

**1479. Report of the ALA Representatives to the North American RDA Committee: Hearn and Bourassa** [[Report on NARDAC and RDA-Related Activities, June-December 2019](#)]

**Bourassa** reported on NARDAC activities since ALA Annual:

- **Melanie Polutta** replaced **Kate James** as LC representative to NARDAC.
- **Stephen Hearn** became the new back-up representative to the RSC.
- **Thomas Brenndorfer** serves as the CCC representative until December 31, 2021.
- NARDAC has met virtually every month since the ALA Annual.
- Members have participated in the development of the beta RDA Toolkit and have fulfilled RSC requests.
- NARDAC reviewed the suitability of the RDA unconstrained elements to develop a set of user-friendly element labels that could be used for public display and enlisted the help of the CC:DA 3R Task Force to review the entire set of RDA unconstrained elements and definitions. The report was presented at the RSC meeting held October 2019 in Santiago.
- RSC allowed for broad community review of RDA discussion and proposal papers. NARDAC members solicit feedback from CCC, CC:DA and LC on the following papers: Expression Excerpts, RDA Content Elements, RSC Operations Documents and String encoding schemes in RDA Toolkit.
- **Hearn** and **Bourassa** worked with the Cataloging Advisory Committee of the ARLIS/NA and the CC:DA 3R Task Force to develop a proposal to add an RDA element for curators who play a role at the work level. NARDAC decided not to move the proposal forward to the RSC and planned to continue to work on proposals following advice received from the RSC.
- NARDAC members have kept the North American communities informed of RDA development by participating in outreach events.
- Members have been involved in the development of local policies.
- NARDAC will hold a meeting on February 3, 2020 to discuss the development of effective interaction with the communities.

**Hearn** reported on RSC activities since ALA Annual:

- **James** completed her term as RDA Examples Editor. **Honor Moody** has become the new RDA Examples Editor.
- **Beacher Wiggins** completed his term on the RDA Board as the National Institution representative from North America and ex-officio member of NARDAC. **Meredith Fletcher** (Libraries and Archives in Canada) was chosen to replace him.
- RSC has formed a new task and finish working group, the Application Profiles Working Group. It has also refreshed the membership and tasks for the standing working groups: Technical Working Group and Translations Working Group.
- RSC had a meeting in Santiago, Chile in October 2019. At the meeting, internationalization and the removal of Anglo-American and Christian focus, the need for more logical assignment of RDA content to designated content areas, the idea of creating a new Collective Agent entity for meetings, conferences, congresses, expeditions, festivals, fairs, etc. were discussed; briefing papers about work boundaries, RDA metadata implementation scenarios, expression excerpts and Content elements related to aggregated expressions, and a report on element labels for unconstrained RDA elements were reviewed.
- RSC began using asynchronous online meetings in September.
- The guidelines for proposing changes to RDA which RSC presented at CC:DA in June 2019 have continued toward a formalized process.
- The Curator element proposal initiated by ARLIS/NA was taken up as a pilot to test the process for making post-3R Project proposals to RSC.
- RSC has organized pre-conferences at ALA Midwinter 2020 aimed at demystifying RDA for interested catalogers.
- RSC held an asynchronous meeting on January 6-9, 2020, and two more asynchronous meetings and one in-person meeting in Jerusalem in October are planned for the year.

**Hearn** commented that it is important to think about implications of change of meetings, in terms of how much community response will RSC need.

The **Chair** was interested in **Hearn**'s point on community response to change in RSC schedule and noted that this would be an apt topic of discussion for the agenda "Upcoming work for CC:DA."

**Everett Allgood** pointed out that inability to see other constituency responses does seem like having less transparency about decision making.

**Bourassa** indicated that NARDAC does not transmit all comments as is, so not everyone can see CC:DA/PCC/CCC responses as written and asked if there is a way to share them and what level of granularity RSC would like to see.

**Kathy Glennan** responded that RSC does not have access to CC:DA/PCC/CCC comments either, so the issue of how NARDAC communicates is for NARDAC to decide. RSC is looking at ways to streamline the process, to make the process less formal and would like to see shared

comments, hoping for an iterative commenting process. RSC is willing to accept proposals at any time to be added to a future meeting.

**Bourassa** said NARDAC can also share proposals with ORDAC/EURIG and others in advance, in order to move forward to start dialogue earlier.

The **Chair** asked whether it would be appropriate for her to reach out to CCC to share comments, or NARDAC should reach out to CCC.

**Bourassa** indicated that NARDAC is not in a position to determine procedural aspects of other communities.

**Myers** said CC:DA historically articulated the official position of ALA to JSC. If we are looking to craft a more fluid and informal response structure, we would need to go to ALCTS/CORE to redefine the CC:DA role.

**Bourassa** suggested that there should be a role for CC:DA to set forth official ALA responses as well.

**Myers** also suggested that CC:DA may need to have a dual role as a presenter of official ALA responses to proposals and a conduit through which feedback is transmitted to NARDAC.

**1480. Report of the PCC liaison: Allgood** [[PCC Report for CC:DA at ALA Midwinter, Philadelphia, Pa., Jan. 2020](#)]

**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/>

The report includes information about the following:

- PCC Guidelines for Minimally Punctuated MARC Bibliographic Records is effective as of January 2020. SCA created and tested a regular expression document to be used in MarcEdit for removing punctuation from MARC bibliographic records according to the PCC Minimally Punctuated Bib Record guideline.
- SCA members joined several PCC task groups or projects as SCA representatives.
- NACO Consultation Board announced with Ed Jones as SCS representative.
- SCS revised some of the explanatory text in the Provider-Neutral guidelines in order to provide readers with more context.
- SCS submitted revisions to DCM Z1 for 672 field in the MARC Authority format.
- SCS provided input to PoCo on the RDA Policy Statement Task Group charges and is commenting on the Task Group reports.
- MARC discussion paper on demonyms written but withdrawn pending discussions with LC



- PCC Task Group on Supplements and Special Numbers to Serials revised policy statement for 2.12 re-drafted in response to LC comments. The task group has also drafted new PSs concerning supplement and special issues.
- SCS is considering how best to align BIBCO & CONSER practices regarding the use of surrogates for descriptive cataloging
- SCS compiled information on MARC authority fields awaiting implementation and is receiving ongoing updates from LC.
- SCS and SCT formed a joint task group on Series Training materials.
- SCS is in the process of forming a task group on language codes to consider the use of alternative code lists.
- SCS submitted revisions to PS 6.27.3 in August 2017 following PCC endorsement of the policy.
- SCS considered the future of instructions in the BSR and CSR relating to rare materials in the light of the planned RBMS PSs and have provided preliminary feedback to RBMS.
- SCS received briefings from **Glennan** and **Bourassa** at ALA Midwinter and Annual on changes to RDA and Toolkit as a result of the 3R Project.
- SCS will take over some ongoing tasks handed off by the PCC Task Group on URIs inMARC.
- **Chew Chiat Naun** is serving as SCS's liaison to the PCC URIs in MARC pilot.
- SCT Minimal Punctuation Training Task Group completed training slides, which will be made available on the PCC website.
- SCT Sinopia Training Task Group has created and shared a training outline with the LD4P community for feedback. The first modules of Sinopia training are under review.
- SCT LRM Training Task Group has completed 12 training modules, which are currently under review by SCT.
- SCT URI Training task group has prepared training materials for use initially by members of the PCC URIs in MARC Pilot.
- SCT completed a quick review of the NACO manual, which needs updating.
- SCT is in the process of creating a charge for a task group to develop training for using the BetaRDA Toolkit, LC-PCC Application Profile, LC-PCC Policy Statements, and LC-PCC Workflow Documents.
- SCT continues working with the SCS to review and update current series policies and series training documentation.
- SCT will be working with the Linked Data Advisory Committee to form a joint task group.

**Thurstan Young** inquired about the best practices for URI and asked how training will be rolled out. **Allgood** assumed it is forthcoming.

**1481. Report from the Library of Congress Representative: Polutta** [[Library of Congress Report](#)]

**Polutta** discussed highlights from her report posted on the CC:DA website. A fuller report is available at <https://www.loc.gov/ala>

The report includes information about the following:

- ALA Midwinter LC Exhibit Table
- Federal budget
- Personnel changes
- Staffing changes of ABA and PTC
- Minor updates were made to the Descriptive Cataloging Manual.
- LC PCC-PSs remain frozen as a result of the RDA Toolkit Restructure and Redesign Project
- Change of authorized access point for Kiev, Ukraine: Kyïv (Ukraine)
- Change of ADM1 names in France and Norway
- PTC has concluded a pilot project using the Social Networks and Archival Context (SNAC) project, hosted by the National Archives and Records Administration and the University of Virginia, for National Union Catalog of Manuscript Collections (NUCMC) collections.
- A proposal to conduct a pilot from the Literature Section was approved. The Literature Section will follow RDA 6.2.2.10 by using the commonly identified titles for compilations of poetry by one agent.
- LC has decided that it will not follow the minimal punctuation alternatives approved by the PCC in January 2020. However, a pilot project to accept copy cataloging that follows the minimal punctuation guidelines started with their implementation in January.
- Voyager received an upgrade to Voyager 10 in November 2019.
- MARC/RDA Working Group was formed to identify any changes needed in the MARC format for the new version of RDA.
- PTC continues to work on BIBFRAME development and testing.
- In order to support linked data, the bibliographic record control number will be contained in subfield \$w beginning in spring 2020.
- “Multiple” subdivisions are being cancelled from LCSH to support linked-data initiatives.
- An updated interface for Classification Web was released in August, 2019.
- The moratorium on proposals for new and revised LCDGT that was enacted in February 2018 is still in place while PSD thoroughly evaluates LCDGT’s structure and principles.

**Fletcher** asked if LC is going to look at Moscow/St. Petersburg. **Polutta** answered that it is not applicable to Moscow/St. Petersburg. The change for Kiev was made at request of Ukrainian Government to reflect Romanization of Ukrainian for Kyiv.

## **1482. Report on the CC:DA Virtual Participation Task Force: Guajardo**

**Guajardo** reported the following:

- Worked on implementation of Zoom with help of ALCTS facilitator and a web scheduling tool that creates a link for distribution to committee members. ALCTS asked committees to use Zoom accounts for meetings and would like to be keeper of any recordings. WebEx still is available as a backup.
- Advantages and benefits of the implementation are: screen sharing functionality, configurable software, auto-recording, multiple chat functions and involvement of international participants.
- Disadvantages and challenges are: time zone difference, need of a special dispensation by ALCTS for two-hour meetings and of ALCTS facilitator, setup and technology issues, and troubleshooting
- Challenges for combined in-person and virtual are: need of stable Internet connection and possible need of laptop use for committee members. Completely virtual meetings are likely to be easier to implement.

**Hearn** pointed out that it is hard to tell who is speaking when multiple people are in a room.

**Guajardo** responded that usually speaker names are viewable unless someone is only dialing in. Each user can create a free account with photo and name, which are shown without having a video connection.

**Moody** brought up the case where multiple participants are together on one account or connection. Each participant can introduce her/himself.

**Morrison** shared an example of virtual GODORT meeting and asked whether a long meeting can be split over several days.

**Guajardo** pointed out that scheduling is difficult and ALCTS meetings can be scheduled for two weeks out.

**1483. Proposal on Changing Procedural Guidelines for Proposed New or Revised Romanization Tables: Wiggins** [[Proposal on Changing Procedural Guidelines for Proposed New or Revised Romanization Tables](#)]

**Wiggins** discussed highlights from the proposal, which includes information about the following:

- LC is proposing a new review process that involves working collaboratively with language and subject experts both within the Library and stakeholders in the communities.
- LC will draw expertise among seven divisions and five overseas offices across two Directorates for the review process, with ABA director serving as a coordinator.

- LC will also collaborate with stakeholders in the communities (Africana Librarians Council (ALC), Association of Jewish Libraries (AJL), Committee on Technical Processing of Council on East Asian Libraries (CEAL/CTP), Committee on Research Materials on Southeast Asia (CORMOSEA), Committee on South Asian Libraries and Documentation (CONSALD), Middle East Librarians Association (MELA), and Association for Slavic, East European, & Eurasian Studies (ASEEES)) relying on their input and feedback during the review.
- LC will work with the committees in ALA (CC:DA and CC:AAM) to reach consensus incorporating the comments before approving the Proposal jointly.
- LC shared the Proposal with the divisions and overseas offices in ABA and General and International Collections Directorate (GIC) and will share it with community stakeholders via CC:AAM committee members, solicit liaison from each stakeholder.
- ABA director and ALA will consider jointly appointing a review board to carry out recommendations for approving new or revised Romanization tables in March 2020.
- ABA will issue and share the announcement of the new procedure widely and start to accept proposals for new or revised Romanization tables in April 2020.

**Wiggins** was surprised by responses that Romanization is vital and also has heard about the need to better represent native scripts in bibliographic records.

**Robert Rendall** was glad to see that LC is willing to reconsider when Romanization is required.

**Wiggins** questioned about how much and when Romanization is required especially under the linked data environments.

**Robert Maxwell** pointed out that how to Romanize and when to Romanize seems to be two different issues.

**Hearn** indicated that subject and added access points likely to be the places where a Romanization standard is required and needed.

**Allgood** said Romanization was a necessity, not a preference, from a legacy standpoint. If we have a framework that can handle vernacular scripts, we may need them to convert data from, for example, Bibframe to MARC. **Wiggins** said data will be lost as moving forward.

**Myers** thought ALA will have to devise a mechanism for appointing someone to a new group.

**Wiggins** said the request is to ask named organizations to provide appropriate names for the group.

**Charles Riley** suggested that scholarly communities also should be engaged.

**Wiggins** was interested in knowing how it worked in the past. **Rendall** said it was closed LC process in the past and went to CC:DA for assessments.

The **Chair** said the committee may start formulating a group later in the meeting unless it needs to wait until Annual for further discussion.

#### **1484. Report on the CC:DA 3R Task Group: Maxwell**

**Maxwell** reported the following activities since ALA Annual:

- Received feedback from NARDAC on RDA Toolkit.
- Examined about 1,000 elements to assess if they are adequate, accurate and user-friendly and discussed whether or not there was a preference for labels in verbal or nominal forms.
- Helped CC:DA prepare proposals for a change to RDA and forwarded to NARDAC.
  - ARLIS/NA: RDA “curators” role at work and item level
- Commented on changed proposal about corporate bodies.
  - From “corporate body is a local place of worship” to “corporate body that is a congregation that uses a place of worship”

**Bourassa** received comments from the task force, CLA and AJL she contacted. Thus, communication was to communities directly interested in or impacted by charge. This expedited and streamlined the discussion.

**Brenndorfer** said, in the case of religious corporate bodies, NARDAC decided to define them as “a religious body that congregates at a place for activity” and noted that “activity” in this case means “religious activity.”

**Karen Stafford** raised some concerns from her community about how the proposal process will move forward.

**Bourassa** said some feel that not NARDAC, but different communities should develop the proposals. NARDAC needs to determine how to handle some of the processes. **Hearn** gained valuable experience in determining what a proposal should look like. **Bourassa** has received other proposals and said no. **Hearn** will work on communicating back the outcomes.

**Maxwell** said it would have been helpful if it had been communicated early.

**Bourassa** responded to ARLIS/NA and came up with final wording.

#### **1485. Report on the CC:DA Procedures Review Task Force: Myers**

**Myers** reported the following:

- In consultation with CC:DA and NARDAC chairs, the task force looked at 4 documents:
  - CC:DA Procedures document was looked at first, and proforma edits were made. Edits include: JSC changed to RSC or NARDAC; changed references to ALCTS and CAMMS to “parent division” and “parent section” respectively in anticipation of change to CORE; adoption of third person singular pronoun (they/them/their) when referencing Chair, updating Website to website; new section on liaisons and parameters for them; replaced paragraph on meetings to allow for flexibility for meetings; issue if voting in straw polls includes audience members when it says that non-members can vote, solutions/questions on electronic versions of documents, replacement of paragraph on authorities, and other minor edits.
    - Guidance needed: How to move forward for the task force? Also, how might the task force present preliminary reports on the other documents?
  - CC:DA Liaisons document
  - Building International Description Cataloging Standards document
  - How to Submit a Revision Proposal to CC:DA document

The **Chair** asked for any objection to deferring conversation. None were posed. The motion passed unanimously.

#### **1486. Report from ALA Publishing Services and Presentation on RDA Toolkit changes: Hennelly**

**James Hennelly** reported the following:

- Mini release soon
  - Fixes italics issue
  - Clean up linking practices
  - Fix issues with user-created content features
  - Cleanup Citation Numbering practice
  - Improvements to search
  - Improved submenus in top navigation bar
  - Add new Guidance page on RDA Implementation Scenarios
- 2020 release schedule
  - Next full release in April/May (expected)
  - Possible release in August/September
  - December 15 release will include the switchover of the Beta Site
- The Switchover
  - Beta site moves to [access.rdatoolkit.org](http://access.rdatoolkit.org)

- Original Toolkit will move to [original.rdatoolkit.org](http://original.rdatoolkit.org)
- Links to original site will not break
- The Countdown Clock will not start with December release, requires approval from RSC and RDA Board to begin and will run for 1 year.
- Sample Policy Statements on Beta Site in spring 2020
- Most teams still working on RDA Reference translations
- Partial translation on Beta Site in April (?)
- 3R Orientation Efforts
  - New Concepts Webinar Series returns in February, 2020
  - More practical application of new RDA concepts
  - Simplifying tools and focusing exercises
  - Offering a range of events/resources with different pricing points
  - Pre-conference event
  - New online workshop series this Spring
  - Print Products
- Relationship matrix
  - doesn't work properly and is difficult to update.
  - New approach using filtering at the element list found on the Entity page
  - has implications for Visual Browser.

**Maxwell** asked how browsing works. **Hennelly** asked to click on “Relationship” that gives a range of multiple levels.

**Myers** said the attribute/relationship breaking out in the element list is promising.

### **1487. Update on Code of Ethics for Catalogers: Chair**

The **Chair** read the report from **Karen Snow**, co-chair of Cataloging Ethics Steering Committee. The report includes:

- Working-group reports accepted November 2019-January 2020
- The committee is currently reviewing the reports and working on a draft.
- Draft version of the Code of Ethics posted in April 2020 for public review
- Draft is available via Google Doc for soliciting feedback:  
[https://docs.google.com/document/d/1DT1K2bEkbJN4-rLfc-cT20E4ThFkDsea\\_d4d1YTurf8/edit](https://docs.google.com/document/d/1DT1K2bEkbJN4-rLfc-cT20E4ThFkDsea_d4d1YTurf8/edit). The posting is announced via email discussion lists and social media.
- Revision is made in May 2020
- Draft presented at the CaMMS Forum at ALA Annual in Chicago, June 2020, for further feedback
- Final draft completed and submitted to various organizations, such as ALA, ALCTS and others in August or September 2020

The **Chair** was not a member of the steering committee, but was willing to answer questions.

**Bourassa** asked if CC:DA should respond formally. The **Chair** said the committee would welcome both individual and committee responses and felt that CC:DA formal response would have a greater impact.

**Maxwell** thought of the document as important and even foundational, so CC:DA should have more than two weeks to read and respond.

The **Chair** asked if CC:DA would consider establishing a task force in advance, so that it could start working as soon as the draft is posted. **Myers** asked whether CC:DA proposes and populates the task force now, or it should wait for the draft being posted.

**Allgood** said CC:DA as a descriptive cataloging committee, at the very least would like to approve or endorse the document. The **Chair** pointed out that CC:DA does not need to author any. **Maxwell** predicted that the result of the straw poll will be yes, but the task force should be reviewed, and **Bourassa** agreed.

**Straw poll 1:** Should CC:DA form a Task Force to comment on upcoming drafts? Yes

**Straw poll 2:** Should Task Force be established now or later, for all activities related?

Reminder that membership is at the discretion of the Task Force.

**Poehlmann** moves that CC:DA approve the formation of a Task Force to provide feedback and positions from CC:DA on forthcoming drafts of the Code of Ethics for Catalogers. **Lybarger** seconded. The motion passed unanimously.

**Bourassa** said anyone present, including non CC:DA members, may give their names to the **Chair** today.

#### **1488. Upcoming work and plans for CC:DA: Chair**

##### 1. New Romanization tables procedures/group

The **Chair** would like to reach out to CC:AAM to discuss the possibility of forming a joint task force. **Maxwell** supported the idea.

**Myers** provided the existing procedures for proposing new Romanization tables:

[http://www.loc.gov/catdir/cpsd/romguid\\_2010.html](http://www.loc.gov/catdir/cpsd/romguid_2010.html)

**Rendall** thinks that a new procedural document should state clearly how each group/organization, e.g., LC, CC:DA or ALA committees, is involved in the process. **Myers** was



given an impression that the new proposal does not involve CC:DA and CC:AAM in the formal process. The **Chair** would like to receive feedback from CC:AAM first.

**Young** asked if it is appropriate for CC:DA to feedback to **Wiggins** on assessment of impact on legacy data. **Myers** pointed out that it has already been a part of the existing documentation.

The **Chair** will reach out to the CC:AAM chair by attending the meeting on January 26.

## 2. How CC:DA might review its own procedures

**Myers** will send a request to the list for feedback. Document will be available on the CC:DA blog. Comments should be entered as a blog entry, not via email.

**Morrison** requested clarification on voting methods under the circumstance of combination of virtual and in-person meetings. **Myers** pointed out that it is covered under the revision. **Morrison** was interested in further clarification on the revised text.

## 3. Information and opinions for effecting proposal to NARDAC

The **Chair** said that RSC meets four times a year, which will affect how CC:DA process proposals and give feedback to NARDAC, and asked how CC:DA should handle these changes.

**Maxwell** said proposals may be discussed twice a year. **Bourassa** said there might be an issue with the proposal process since RSC meets four times a year, not twice a year.

**Glennan** said RSC asynchronous meetings take place over four days, with a limited number of proposals with shorter face-to-face meetings.

**Bourassa** asked what the plan for or the amount of time needed per proposal is. **Glennan** answered the three-week plan being considered. RSC must work with a number of diverse committees to decide. **Linda Barnhart** said the schedule of asynchronous meetings is the first weeks of January, April and July and a face-to-face meeting in Jerusalem in the second week of October for 2020. RSC will post materials and documents for meetings three weeks in advance. **Hearn** asked if the agenda is made available even before the three-week limit. **Glennan** would have to discuss it with the committee members.

The **Chair** said knowing the timeline of when the meetings are and when we can expect to see proposals and documents gives a better idea on what to expect to go forward and when we are called upon to offer input.

**1489. Other new business; reports from the floor; announcement of next meeting, and adjournment: Chair**

**Myers** announced MAC will meet on January 26, and the report is forthcoming.

The next meeting will be held in Chicago, Illinois at the 2020 ALA Annual Conference, on the following dates:

Saturday, June 27

Monday, June 29

The **Chair** adjourned the meeting at 5:23 p.m.

Respectfully submitted,  
Tina Marie Maes, Intern  
Kumiko Reichert, Intern