To: Joint Steering Committee for Development of RDA

From: Gordon Dunsire, Chair, JSC

Subject: Statement of policy and procedures for JSC

Related document: 6JSC/Policy/2 (JSC Meetings)

This document is a statement of policy and procedures for the JSC and supersedes the interim policy and procedures set out in 5JSC/Policy/4/Rev/2 [2007/12/13]. It reinstates, with substantial amendments, the policy and procedures outlined in 5JSC/Policy/4 *Statement of Policy and Procedures for JSC* dated 7 February 2005; the policies and procedures set out in that document were suspended to reflect the development process for writing the new standard.

It is anticipated that the provisions made by this document will be transitional and will be revised as *RDA* matures.

1. Relationship with the Committee of Principals

1.1 The JSC Chair will attend meetings of the Committee of Principals where possible.

1.2 The Chair of the Committee of Principals will attend meetings of the JSC where possible.

1.3 There will be consultation between the Chairs of the JSC and the Committee of Principals when appropriate.

1.4 The JSC Chair will prepare annual reports on the activities of the JSC for submission to the Committee of Principals each calendar year.

2 *RDA* Development

2.1 The JSC is responsible for the development and maintenance of *RDA* content. No changes may be made to any part of the content of *RDA* without JSC agreement and approval.

2.2 The content of *RDA* includes: the English language text of *RDA*, including the Introduction, Chapters, Appendices, and Glossary; the *RDA* element set; the *RDA* relationship designators; the *RDA* vocabularies; and the RDF registration of the *RDA* element set, relationship designators, and vocabularies in the *RDA* namespace. See section 14 for derivative products.

3 Source of *RDA* Drafts, Proposals, and Discussion Papers

RDA will have an ongoing programme of development directed towards the strategic goals. Proposals and discussion papers for development of *RDA* may be submitted directly to the JSC through a JSC member or constituent body, or through the JSC Chair by JSC working groups and by those communities not represented by a constituent body.

3.1 Drafts

The JSC may, at its discretion, delegate authority to prepare and submit a draft of new content to a constituency, a group, or an individual.

3.2 Proposals

3.2.1 Proposals may be submitted through a JSC constituent body. JSC members will vet proposals from within their own constituencies to ensure that they are complete and well documented. JSC members will provide advice on how to frame proposals in accordance with the text of *RDA*. The JSC members will decide whether proposals warrant submission to the JSC.

3.2.2 The JSC may, at its discretion, seek proposals from JSC constituent bodies on specific instructions, or set up groups (see section 10) to provide advice and or proposals on specific issues.

3.2.3 Any proposals from JSC working groups or from outside the JSC constituent bodies should be submitted to the JSC Chair. The Chair will forward such proposals to the JSC members for their consideration.

3.3 Discussion papers

3.3.1 Discussion papers may be submitted through a JSC constituent body or by a JSC member. Any discussion papers from JSC working groups or from outside the JSC constituent bodies should be submitted to the JSC Chair who will forward such documents to the JSC members for their consideration.

3.4 Fast Track

3.4.1 Revisions for consistency in wording, additions to vocabularies, and other changes without wider impact are handled via the Fast Track process (see section 7) rather than by proposals.

3.5 Corrections

3.5.1 Typographical errors and other minor corrections are reported directly to the JSC Secretary who will include them with other changes for the next release of RDA Toolkit.

3.6 Examples

3.6.1 Changes to examples in *RDA* are managed under the authority of the JSC Examples Editor who will submit them to the JSC Secretary to be included with other changes for the next release of RDA Toolkit.

4 Consultation on *RDA* Drafts, Proposals, and Discussion Papers

The procedure on consultation for drafts, proposals, and discussion papers is as follows:

4.1 Any proposals and discussion papers submitted via the JSC Chair should be in harmony with the current *Strategic Plan* and the *Objectives and Principles for RDA* [http://www.rda-jsc.org/working2.html#rda-objectives]. The JSC Chair may reject submissions which do not meet these conditions, and will notify the proposing body with an explanation.

4.2 Constituent bodies and JSC working groups may submit proposals for change using the Fast Track process (see section 7).

4.3 Drafts of new *RDA* chapters, revision proposals that meet the criteria specified in 4.1, and discussion papers will be made available publicly and especially to all the JSC members and their constituencies for review and discussion of their substance. The JSC members will consult with their constituencies, and may also consult with other JSC members during JSC meetings, or via email, wiki or other collaborative Internet site, or teleconference, as appropriate.

4.4 Following review and discussion, all JSC constituent bodies must submit formal responses to the drafts of new *RDA* content, revision proposals, and discussion papers, unless instructed otherwise. Responses from other groups are submitted via the JSC Chair. All responses will be made available publicly and especially to all the JSC members, to JSC constituencies, and to JSC working groups (when responses relate to working group documents).

4.5 A JSC member may withdraw a proposal at any time prior to its approval (e.g., after responses are received, during a JSC meeting).

4.6 The substance of the draft or proposal is accepted, revised, referred to another group, or rejected by the JSC. Decisions, and the justification for those decisions (when not already clear in the proposal or responses), will be recorded in an official JSC document (the JSC minutes or a separate follow-up document). Decisions may be reached in person, by email, wiki or other collaborative Internet site, or teleconference, but all decisions must be recorded in official documents.

4.7 JSC members will decide if issues raised in discussion papers should be pursued.

4.8 JSC members will seek to reach decisions by common consent. If any member so requests, his/her reservations about a decision reached by common consent will be recorded [*Principals' Agreement*, 1989, clause 6.7].

4.9 A proposing body may be asked to revise a proposal or to undertake follow-up work on a proposal. The body submitting a discussion paper may be asked to submit revision proposals or do further investigation.

4.10 The JSC Secretary will record the content of the approved revision in a document identified by the name of the proposal followed by "Sec final." The JSC, and the proposing JSC working group if applicable, will review these documents before they are posted on the JSC website and the changes made in the RDA content.

5 Timing of Drafts, Proposals, Discussion Papers, and Responses

To allow sufficient time for the constituencies to consider and comment on drafts, proposals, discussion papers, and responses:

5.1 Drafts of new *RDA* content, proposals, and discussion papers are required no less than three months prior to meetings.

5.2 Responses are required no less than one month prior to meetings.

5.3 If there has been inadequate time for consideration of a document, the JSC Chair will reserve the right to defer the document to a subsequent meeting or to arrange a teleconference or other discussion to further a decision prior to the next scheduled meeting.

5.4 An annual JSC calendar will be posted and updated by the JSC on the restricted JSC Workspace to include the annual JSC schedule of action items, significant deadlines related to the *RDA Toolkit* schedule, other JSC-related deadlines, and availability of JSC members. News of major dates or changes to the schedule will be announced on the JSC public website and through the *RDA-L* email list, as needed.

6 Format of Drafts, Proposals, and Discussion Papers

For clarity and ease of reference, a standard format will be used for all documents submitted to the JSC.

6.1 Proposals and drafts should conform to the *RDA Editor's Guide* (http://www.rda-jsc.org/working2.html#rda-edguide).

6.2 Proposals should include an abstract that highlights the major changes of the proposal, a justification for the suggested revision, including a statement of the issue(s) requiring

resolution, and an estimate of the impact of the solution when appropriate. Recommendations for changes should be clearly identified and numbered in the proposal to facilitate responses. Revised proposals should include an explanation of the revision. For specific information about preparing proposals, see 6JSC/Policy/5 and the accompanying sample proposal.

6.3 Discussion papers may be submitted to raise issues for discussion by the JSC before revision proposals are prepared, to suggest a need for investigation of issues related to *RDA* development, to identify issues related to other rule-making bodies, etc.

6.4 The "6JSC" numbering sequence will be used for all proposals relating to *RDA* and for general documents from 2010 onwards.

6.5 All drafts, proposals, and discussion papers will be written in English. Responses should also be in English.

6.6 All documents will bear a standard document header, including the following elements:

- JSC document number
- Date
- To
- From
- Subject, including a short title and, if applicable, the instruction number(s) affected
- A reference to related document(s), as appropriate, with document number(s).

6.7 For multipage documents, the JSC document number, date, and page number (e.g., page 1 of 4, page 1/4) will appear in the upper right hand corner of each page. If the JSC document contains another document and the conveyed document has its own internal number, it is not necessary to renumber the document with the JSC numbering.

6.8 JSC document numbers (see also 8.1)

6.8.1 JSC document numbers for *RDA* drafts will contain these elements:

- "6JSC"
- "RDA"
- An indication of the part of *RDA* that is in the draft, (e.g., 6JSC/RDA/Chapter 13)
- The term "Draft"

6.8.2 JSC document numbers for *RDA* proposals will contain these elements:

- "6JSC"
- Originator of proposal
- Number (i.e., the number of the proposal submitted by that body) (e.g., 6JSC/LC/3; 6JSC/ISSN/1; 6JSC/ACOC rep/1; 6JSC/EURIG/2; 6JSC/MusicWG/6)

6.8.3 JSC document numbers for discussion papers will contain these elements:

- "6JSC"
- Originator of discussion paper
- "Discussion"
- Number (i.e., the number of the discussion paper submitted by that body or the JSC member) (e.g., 6JSC/EURIG/Discussion/1, 6JSC/LC rep/1)

6.9 Responses, revisions, and follow-ups to drafts or proposals should refer to the original document through the document numbering, and reflect the subsequent response, revision, or follow-up (e.g., 6JSC/LC/1/ALA response; 6JSC/LC/1/rev; 6JSC/LC/3/LC follow-up). A revised proposal or response should include, at the beginning of the document, a summary of what was revised.

6.10 Responses should state explicitly whether the proposal is accepted or not accepted. Responses should include an explicit response to each recommendation identified in the proposal.

6.11 To assist with tracking responses to proposals, a log will be maintained for the JSC to indicate briefly the agreement, disagreement, or general comments for discussion.

7 Fast Track process

7.1 Because RDA Toolkit permits more frequent update of *RDA*, the JSC takes advantage of this opportunity to improve the responsiveness of *RDA*.

7.2 Scope

7.2.1 Changes from Fast Track entries should be capable of inclusion in *RDA* without negative impact on customers.

7.2.2 The following are illustrative of changes which would be appropriate for the Fast Track process.

- Revision or consistency of wording
- Addition of terms to *RDA* vocabularies (including relationship designators)

7.2.3 The following are illustrative of changes which would not be appropriate for the Fast Track process.

- Changes which require renumbering of instructions
- Addition of new instructions
- Deletion of instructions

- Substantial changes to existing instructions
- Changes which are considered likely to impact system configurations

Corrections of simple typographical errors are reported directly to the JSC Secretary without using the Fast Track process (see 3.5.1).
Changes to examples are managed directly by the JSC Examples Editor without using the Fast Track process (see 3.6.1).

7.2.4 Fast Track entries may originate from constituencies, groups appointed by the JSC, or from other sources, such as RDA Toolkit support and agencies or individuals not belonging to a JSC constituency.

7.3 Fast Track procedure

7.3.1 Discussion. JSC members or the JSC Secretary initiate discussion of the issue among JSC members by email. For fast track proposals from a JSC working group, the chair of the group makes its proposal to the JSC Chair, who then initiates discussion of the issue among JSC members. Fast track proposals from other individuals and groups are made to the JSC Secretary or the JSC Chair. The JSC Secretary posts the email message on the Workspace.

7.3.2 Tracking. A Fast Track log is used to record the process. The proposer records a summary of the issue in the Fast Track log. JSC members add their comments.

7.3.3 Decision. JSC members may accept or reject the proposed change, request further discussion, or recommend the change for constituency review via a formal proposal. The JSC Secretary maintains status codes on the log and is responsible for notifying the JSC of any additional actions required. The JSC Secretary will record final decisions on the log and summarise any significant issues raised in discussion. If the issue cannot be resolved by email or teleconference, the proposal may be remitted for constituency review (see section 6).

7.3.4 Documentation. A JSC Secretary document is prepared to document approved Fast Track entries for each update or release of RDA Toolkit. All inactive entries, both approved and not approved, are archived. The document also includes corrections to RDA notified to the JSC Secretary, and changes to examples authorized by the JSC Examples Editor.

7.3.5 Implementation. The JSC Secretary inputs changes from approved Fast Track entries in the *RDA* content via the online authoring tool. An indication of the relevant Toolkit update or revision is added to the Fast Track log.

8 Information Relating to Other JSC Documents

8.1 The JSC Chair will issue documents when appropriate (e.g., the transmission of commissioned reports, terms of reference for working groups). The numbering will reflect the origin of the document (e.g., 6JSC/Chair/1). Communications from other rule-making bodies other than proposals and discussion papers will be issued as Chair follow-up documents in the appropriate series.

8.2 Other documents may also be produced for particular purposes and will be numbered accordingly (see also 6.8). These include:

- Agenda for JSC meetings (e.g., 6JSC/A/1)
- Minutes of JSC meetings (e.g., 6JSC/M/1-50)
- Annual reports (e.g., 6JSC/Annual report/2013)
- Policy documents (e.g., 6JSC/Policy/1)
- Mailing lists (e.g., 6JSC/Mailing list/17)
- Lists of JSC documents (e.g., 6JSC/Documents list/2010)
- Items for information, distributed by a member (e.g., 6JSC/BL/Info/1)
- Documents issued by the JSC Secretary (e.g., 6JSC/Sec/1)
- Documents meant only to facilitate the work of the committee will be given numbering prefaced by the term "Restricted" (e.g., 6JSC/M/Restricted/1-22)

8.3 At the end of each year, the JSC Secretary will send all document series that have become inactive during that year to the ALA archive at the University of Illinois.

8.4 The JSC Secretary will note items requiring further consideration by the JSC in the minutes.

9 Information on JSC and *RDA* Development

The JSC will maintain the following communication channels to provide information on JSC and *RDA* development.

9.1 JSC public website

9.1.1 A JSC public website will include information about the following:

- the membership of JSC
- the development process
- current JSC activities

9.1.2 Numbered JSC working documents, drafts of new *RDA* chapters, and other relevant documents will be made available on the JSC public website.

9.1.3 JSC documents will be published as write-protected files (e.g., Adobe Acrobat PDF).

9.1.4 Lists of documents will be prepared annually and made available on the JSC public website.

9.1.5 Documents will be organized under the name of the series (i.e., by JSC constituency, or as "Community document series" for non-JSC constituencies).

9.2 JSC announcements

9.2.1 The JSC Secretary will send announcements of new JSC documents made available on the JSC public website to members of constituent bodies as nominated by JSC members, to the RDA-L list, and to any other groups with whom the JSC has an official distribution agreement (e.g., the IFLA ISBD Review Group).

9.2.2 The JSC Secretary will send general announcements to the RDA-L list, other relevant listservs, or other communication channels to reach the library, publisher, and information community, as appropriate.

9.3 JSC Workspace

9.3.1 From time to time the JSC may publish documents, including working drafts, Word versions of proposals and drafts, informal papers, etc., meant only to facilitate the work of the committee. These documents will be made available on the restricted JSC Workspace. They may be shared at the discretion of an individual JSC representative, but will not be publicly distributed.

10 Working Groups

10.1 The JSC will establish working groups for specific tasks.

10.2 Membership of the groups may include JSC representatives, individuals from constituent bodies, and/or individuals from other communities.

10.3 The Chair will publish terms of reference for the working groups, along with membership and tasks for each year, in Chair documents posted on the JSC public website.

10.4 A JSC Working Group reports via its Chair to the Chair of the JSC.

10.5 Proposals and discussion papers will be named with a short form of the working group's name as the originator of the proposal (e.g., 6JSC/MusicWG/5, 6JSC/TechnicalWG/1).

11 JSC Meetings

See 6JSC/Policy/2.

12 Election of the JSC Chair/Chair-Elect

12.1 The Chair-Elect must be a member of the JSC; the Chair-Elect must be willing to serve and must have the support of his or her employer.

12.2 The Chair-Elect is elected a year before taking over as JSC Chair. This gives time for the relevant constituency to arrange for a replacement JSC member when the Chair-Elect takes office.

12.3 The Chair holds a term of two years (exclusive of service as Chair-Elect).

12.4 The maximum number of consecutive terms any individual may serve as Chair is two terms (total 4 years as Chair).

12.5 The Chair/Chair-Elect is elected by members of the JSC in accordance with the following process:

12.5.1 Nominations for Chair-Elect are notified to the JSC Secretary, preferably at least one month before the election is due to occur.

12.5.2 In the event of there being more than one candidate, a vote will be taken.

   a) Any JSC member may request that the vote be conducted by secret ballot.
   b) Each JSC member may cast a single vote.
   c) The candidate with the highest number of votes will be elected as Chair-Elect.
   d) In the event of the vote being tied, the candidates that are tied will go to a second ballot, or the choice of a Chair-Elect will be resolved as agreed by the members of the JSC.

12.5.3 In the event that there is no candidate, the JSC will work with the Committee of Principals to find the best solution, with the JSC having the final say on its Chair.

12.5.4 In the event that the Chair cannot complete a term and there is not yet a Chair-Elect, the appointment of a temporary Chair will be resolved at the earliest opportunity by agreement of the members of the JSC. An election for the Chair will be held at the next meeting of the JSC after which the temporary Chair will be replaced.

12.5.5 In the event that the Chair cannot complete a term and a Chair-Elect is available, the Chair-Elect takes on the temporary Chair role, but still representing their own constituency, until the JSC meets and resolves the situation.

12.5.6 In the event that the Chair-Elect cannot complete a term, an election for a new Chair-Elect will be held at the earliest opportunity.

12.6 Timeline

Year 1. Chair starts a new term. Towards the end of Year 1 (assuming the JSC continues to meet in November): if the JSC Chair is in his or her final term, or the JSC Chair indicates to the JSC that he/she will not seek another term, the JSC elects a Chair-Elect.

Year 2: Chair in second year of current term. Chair-Elect in "apprentice year", if relevant.

Year 3: Continuing Chair or new Chair starts new term.

12.7 In a case where the JSC no longer wishes a Chair to continue, the JSC will decide how best to deal with the situation.

13 Processing Changes to the Content of *RDA*

13.1 The Co-Publishers will provide an online authoring tool to facilitate the JSC's work.

13.2 The JSC and the Co-Publishers work to an agreed schedule for changing the content of *RDA*. The JSC schedule and *RDA Toolkit* schedule will be reflected in the JSC calendar (see 5.5). The *RDA Toolkit* schedule will take into account the following dependencies and responsibilities:

- Entity Relationship Diagrams (ALA Publishing)
- Translations (ALA Publishing)
- Registry of elements, relationship designators, and vocabularies (JSC responsibility for content)
- Index for RDA (ALA Publishing)
- Other versions of *RDA* (ALA Publishing with JSC review)
- Derivative products other than translations (e.g., *RDA Essentials*; special extracts for particular categories of resource, etc.) (ALA Publishing with JSC responsibility for accuracy of derived content, review, and proofreading)
- *RDA* workflows, mappings, and schemas (ALA Publishing)
- Complete examples (JSC and JSC Examples Editor)

13.3 The content of each revision to RDA Toolkit will be agreed by JSC in consultation with the Co-Publishers.

13.4 The JSC Secretary edits the *RDA* content via the online authoring tool to make changes resulting from approved proposals, approved Fast Track entries, changes in examples, and corrections. The Secretary prepares a Secretary document to record the changes from Fast Track entries, changes in examples, and corrections; the Secretary prepares follow-up "Sec final" documents for each approved proposal to record the final text.

13.5 If the changes to the *RDA* content are the result of approved proposals, the revision of the Toolkit is called an "update"; if the changes to the *RDA* content are only the result of approved Fast Track entries, changes in examples, and/or corrections, the revision of the Toolkit is called a "release".

13.6 The JSC Secretary and one or more JSC members or designated agents proofread the changes to the *RDA* content before each release or update of RDA Toolkit.

13.7 The JSC Secretary prepares a document for ALA Publishing listing the changes resulting from approved proposals so that the revision history for those changes can be included in RDA Toolkit.

14 Derivative Products

Products such as translations, versions adapted to specific audiences, and interpretive manuals will be derived from *RDA*.

14.1 General principle

The JSC is responsible for proofreading for accuracy and signing off on any officially approved derivatives of *RDA* content except translations.

14.2 Translations

14.2.1 The JSC is not able to review or endorse translations of *RDA*, but wishes to be informed when they are published. Where possible, the JSC will encourage and assist agencies undertaking translations with regard to clarification of terminology or definitions. It is recommended translators follow:

* *The Editor's Guide and its appendices* (http://www.rda-jsc.org/working2.html#rda-edguide)
* *MulDiCat: IFLA Multilingual Dictionary of Cataloguing Terms and Concepts* (http://www.ifla.org/en/publications/multilingual-dictionary-of-cataloguing-terms-and-concepts-muldicat)

14.2.2 A translation of *RDA* shall include all *RDA* content as set out in 2.2 above and may include additional content (e.g., complete examples, mappings, workflows). It may include replacement examples pertinent to that translation.

14.2.3 The Co-Publishers will provide an updated list of translations of *RDA* to the JSC and the Committee of Principals on an annual basis. The list will include all translations incorporated in RDA Toolkit and any text-only translations.

14.2.4 The list of translations with their individual dates of last update will be posted on the JSC public website.

14.3 RDA Essentials

14.3.1 *RDA Essentials* will be a simplified guide to basic RDA cataloguing, structured on RDA entities and elements. It will provide a simple and quick RDA reference, mainly for use in libraries doing infrequent original cataloguing.

14.3.2 The guidelines and instructions in *RDA Essentials* shall be consistent with the guidelines and instructions in *RDA.*

14.3.3 The elements, relationship designators, and vocabularies prescribed by *RDA Essentials* will be consistent with the elements, relationship designators, and vocabularies in *RDA*.

14.3.4 The JSC will review and approve the content and revisions of *RDA Essentials* before they are published.

14.4 Derivative versions for specific audiences, etc.

14.4.1 The JSC will review the content of derivative versions of *RDA* content that may be created for specific audiences, for specific content types, for specific models of issuance, or for some other subset of the full *RDA* content.

14.5 Interpretative manuals, etc.

14.5.1 The JSC is not able to review or endorse interpretative manuals, etc., but wishes to be informed when they are published.

14.6 Element set and vocabularies

14.6.1 The *RDA* element set and vocabularies will be registered in an RDA namespace.

14.6.2 The element set and vocabularies in the RDA namespace will be consistent with the element set and vocabularies in *RDA.*

14.6.3 The definitions of elements and vocabularies in the RDA namespace will be consistent with the definitions in the RDA glossary.

15 External Relationships

15.1 To facilitate collaboration with other standards communities and the furtherance of its objectives, the JSC may appoint representatives to external groups. The listing of representatives will be posted on the JSC public website.

15.2 JSC representatives to external groups are responsible to the JSC but need not be members of the JSC.

15.3 Representatives of external groups may attend JSC meetings as observers. (See 6JSC/Policy/2 for more information about JSC meetings.)

15.4 Representatives of external groups may be nominated for membership of JSC working groups.

16. JSC Secretary and JSC Examples Editor

16.1 For responsibilities of the JSC Secretary, see 6JSC/Policy/3.

16.2 For terms of reference for the JSC Examples Editor, see 6JSC/Chair/16.