To: RDA Steering Committee

From: Kathy Glennan, RSC Chair

Subject: Outcomes of the October 2020 RSC Meeting

The in-person meeting of the RDA Steering Committee (RSC) planned for October 2020 at the National Library of Israel shifted to a virtual meeting due to the COVID-19 pandemic. Held 12-15 October and 20-23 October 2020, this virtual meeting had two major components: (1) two separate asynchronous meetings, conducted online using Basecamp software, and (2) four video Zoom calls, three in Executive Session and one in Public Session and open to observers.

The meeting focused on preparations for the December switchover date for the beta Toolkit and the formal wrap-up of the 3R Project (**R**DA Toolkit **R**estructure and **R**edesign Project). RSC members also discussed refinements to RDA content as well as the new Community Resources tab in the Toolkit. Work continued on the development of efficient work and governance processes.

Participants included:

>   Linda Barnhart, *RSC Secretary*
>   Renate Behrens, *Europe representative*
>   Thomas Brenndorfer, *North America representative*
>   Ahava Cohen, *backup Europe representative*
>   Gordon Dunsire, *Technical Team Liaison Officer*
>   Kathy Glennan, *RSC Chair*
>   James Hennelly, *ALA Digital Publishing*
>   Damian Iseminger, *Technical Team Liaison Officer-Elect*
>   Ebe Kartus, *Wider Community Engagement Officer*
>   Honor Moody, *RDA Examples Editor-Elect*
>   Chris Oliver, *Chair, RDA Board*
>   Daniel Paradis, *Translations Team Liaison Officer*
>   Melissa Parent, *Oceania representative*

There were 16 observers from five countries on the 14 October Zoom call.

Beta Toolkit Becomes Official RDA

The beta version of RDA Toolkit will become the official version of the RDA standard on December 15, 2020. On this date, the beta Toolkit will move to the *access.rdatoolkit.org* URL and will no longer be in "beta" status. The original Toolkit will move to a new URL, *original.rdatoolkit.org*. This move also constitutes the formal end of the 3R Project. The RSC plans to prepare and publish a document with more information ahead of the December 15, 2020 switchover date.

The switchover date is not expected to be an implementation date for this new version of RDA. Implementation dates will differ globally depending on a community's readiness. Community preparations are actively underway; this includes the preparation of application profiles and policy statements as well as training and orientation materials. Implementation timetables are under the control of the communities.

The switchover does NOT start the yearlong countdown clock on the original Toolkit, which will remain available at the new URL. The decision about when to begin the final countdown on the original Toolkit will be made by full agreement of the RDA Board and the RSC at an undetermined future time.

Internationalization

The RSC received a report, prepared by Gordon Dunsire, on progress made to support the internationalization strategy of the RDA Board. This briefing paper was organized according to a draft set of principles under development by the RDA Board. The RSC recognized and reconfirmed the importance of RDA moving away from an Anglo-American focus to become an international standard. Internationalization will be an ongoing endeavor and will be carried out by regional groups and task and finish working groups.

RDA Content

RDA conformance: The RSC continued the discussion begun at its July meeting of what conformance to the RDA standard means. The new **Well-formed RDA** guidance chapter was one outcome of the earlier discussion. Text describing "partial conformance" will be added to this chapter. The group agreed that the Technical Working Group will have the lead role with conformance issues and will create and maintain a lightweight self-certification checklist; they will also implement a sticker that can be used to assert RDA compliance. They will prepare text about conformance that will be added to the RDA FAQ. The Working Group will also be assigned the responsibility to respond to questions about conformance.

Timespan and units of time: A briefing paper prepared by Gordon Dunsire proposed adjustments to treatment of the Timespan entity and associated elements to resolve a conflict with the IFLA Library Reference Model and to improve the clarity, coherency, and consistency of the guidance and instructions. The RSC agreed to all the recommendations in that paper, including the recommendation that a new RDA vocabulary encoding scheme (VES) be developed for units of time to include calendrical terms. Expression: *duration* and Work: *duration of representative expression* will revert to being attribute elements.

RDA vocabulary encoding scheme for Manifestation: type of binding: A briefing paper prepared by Gordon Dunsire and Ebe Kartus discussed the element Manifestation: *type of binding* and the associated incomplete RDA VES, and provided an appendix with a proposed completion of the VES terms. The RSC agreed to develop the incomplete RDA VES to add definitions and appropriate scope notes, and terms for basic methods of binding that are missing. Additional information about RDA VESs (e.g., when lists are open or closed) will be developed and included in a guidance chapter.

Toolkit Design and Functions

Revision of the Resources tab: The RSC continued the discussion begun at its July meeting about the development of the Community Vocabularies area of the Resources tab. A follow-up briefing paper prepared by Gordon Dunsire described the changes made after the July discussion and published in the September release. The RSC agreed that community content in this area is not part of "official RDA" and thus is not required to be translated. Content creation and maintenance is up to the community. The RSC may need to monitor the content to ensure that it remains RDA conformant. The RSC should develop a template-based structure to make it easier for new communities to develop content.

RSC Communication and Work Processes

Future proposals and discussion papers: NARDAC, the North American RDA Committee, submitted a proposal which was used as the basis for a discussion of the proposal process. The proposal itself will be discussed on a future RSC asynchronous agenda. Several process improvements were suggested, including:

- Encouragement of a process that begins with a discussion paper rather than starting at the proposal stage
- Development of a private RSC discussion space as well as a public space to summarize status and actions
- Encouragement to vet discussion papers with Technical Working Group at an early stage that involve changes to entity or element semantics
- Provide more guidance on shortcut elements and how they may be used in the community resources section, and on the use of standard dictionaries when a term is not found in the Toolkit Glossary
- Provide a framework for encouraging "bigger picture" participation and coordinating the participation of a wider range of RDA partner communities.

The RSC is open to receiving discussion papers and proposals from communities at any time; they can be considered during any of the RSC's quarterly meetings. Proposals from individuals or groups not part of a current RDA regional community may be submitted to the RSC's Wider Community Engagement Officer.

Governance model for community content in RDA: The RSC continued the discussion begun at its July meeting of how the Community Resources area within the Toolkit should be managed and maintained. Kathy Glennan provided a briefing paper that presented a series of principles, with which the RSC generally agreed. The RSC will need to clearly articulate the difference between this area and the user-contributed documents area, and the benefits of utilizing the community vocabularies area. Creating a community vocabulary will involve a commitment to maintaining it, perhaps through an annual review. That commitment will be made through a written agreement with ALA Publishing. Some general oversight for this part of the Toolkit, and assistance to the communities may be needed, and may be added to the Wider Community Engagement Officer's responsibilities. The Technical Working Group also may be asked to assist communities with technical aspects of their content.

RDA/MARC Alignment Task Force: The RSC approved the formation of an RDA/MARC 21 Alignment Task Force as a subgroup of the Technical Working Group, and which reports to the Chair of the Technical Working Group. By doing so, the RSC formalized the membership and responsibilities of this long-standing group. The charge for the Task Force will include creation and maintenance of the MARC alignments, review of the presentation of the alignments in RDA Toolkit, and development of presentations of inverse alignments within or associated with the RDA Toolkit. It is expected that this will serve as a model for other mapping or alignment efforts that require ongoing maintenance. RSC Operations documents will be amended to incorporate this new level of the structure.

MARC 21 coding of RDA Vocabulary IRIs: A response was received from the PCC Chair at the beginning of the meeting stating that the PCC sees no reason to depart from its current practice for MARC 21

coding of these IRIs. As their practice is about MARC 21 and not linked data, the RSC agreed that further discussion or meeting with the PCC on this topic is not needed; their approach can be accommodated by using identifiers.

RSC Operations Post 3R: The RSC discussed how RSC operational work in 2021 and beyond will be different from its pre-3R and 3R processes. We expect to return to more structured processes for RDA content changes, but do not want to go back to the slower and more formal JSC-era processes. The new approach is outlined in RSC/Operations/4 and RSC/Operations/5 but will be refined through experience. The RSC expects to function as more of an executive body and will look to the regions, communities, and Working Groups for discussion papers and proposals. As part of the wrap-up of the 3R Project the RSC website will be reorganized slightly, and 3R Project documentation will be organized and archived.

RSC Action Plans: The RSC agreed to include a specific section within its Annual Report to address how it accomplished its specific goals. The 2021-2023 Action Plan will be refined and published early in the year and will include steps to form several task and finish working groups in the new year. Prior to January 2021, the RSC will also begin work on identifying actions for 2023.

The RSC received the usual reports from RSC position holders, regional representatives, and liaisons to external organizations. These reports have been published on the RSC website.