

To: RDA Steering Committee
From: Gordon Dunsire, Chair, RSC
Subject: Statement of policy and procedures for RSC

Related document: RSC/Policy/2 (RSC Meetings)

This RSC document is a revision of its counterpart JSC document (6JSC/Policy/1/rev).

1. Relationship with the RDA Board

1.1 The RSC Chair is a member of the RDA Board.

1.2 The Chair of the RDA Board is a member of the RSC.

1.3 There will be consultation between the Chairs of the RSC and the RDA Board when appropriate.

1.4 The RSC Chair will prepare annual reports on the activities of the RSC for submission to the RDA Board each calendar year.

2 RDA Development

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

2.2 The content of RDA includes: the English language text of RDA, including the Introduction, Chapters, Appendices, and Glossary; RDA Reference (the RDA element set, relationship designators, and vocabularies) and its RDF linked data representation in the RDA Registry. 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 RSC through a RSC member or community body, or through the RSC Chair by RSC working groups and by those communities not represented by a member of RSC.

3.1 Drafts

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

3.2 Proposals

3.2.1 Proposals may be submitted through a RSC community. RSC members will vet proposals from within their own communities to ensure that they are complete and well documented. RSC members will provide advice on how to frame proposals in accordance with the text of RDA (see RSC/Policy/5). The RSC members will decide whether proposals warrant submission to the RSC.

3.2.2 The RSC may, at its discretion, seek proposals from RSC communities 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 RSC working groups or from outside the RSC communities should be submitted to the RSC Chair. The Chair will forward such proposals to the RSC members for their consideration (see 4.1).

3.3 Discussion papers

3.3.1 Discussion papers may be submitted through an RSC community or by an RSC member. Any discussion papers from RSC working groups or from outside the RSC communities should be submitted to the RSC Chair who will forward such documents to the RSC 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 RSC 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 RDA Examples Editor who will submit them to the RSC 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 RSC Chair should be in harmony with the *Objectives and Principles for RDA* [<http://www.rda-jsc.org/archivedsite/docs/5rda-objectivesrev3.pdf>]. The RSC Chair may reject submissions which do not meet these conditions, and will notify the proposing body with an explanation.

4.2 Communities and RSC 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 RSC members and their communities for review and discussion of their substance. The RSC members will consult with their communities, and may also consult with other RSC members during RSC meetings, or via email, wiki or other collaborative Internet site, or teleconference, as appropriate.

4.4 Following review and discussion, all RSC communities 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 RSC Chair. All responses will be made available publicly and especially to all the RSC members, to RSC communities, and to RSC working groups (when responses relate to working group documents).

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

4.6 The substance of the draft or proposal is accepted, revised, referred to another group, or rejected by the RSC. Decisions, and the justification for those decisions (when not already clear in the proposal or responses), will be recorded in an official RSC document (the RSC 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 RSC members will decide if issues raised in discussion papers should be pursued.

4.8 RSC 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 RSC Secretary will record the content of the approved revision in a document identified by the name of the proposal followed by "Sec final." The RSC, and the proposing

RSC working group if applicable, will review these documents before they are posted on the RSC website and the changes made in the RDA content.

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

To allow sufficient time for the communities 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 a community decides to revise a proposal or discussion paper after reviewing comments in responses to that proposal or discussion paper, the revised document is required at least one week prior to meetings.

5.4 If there has been inadequate time for consideration of a document, the RSC 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.

5.5 An annual RSC calendar will be maintained on Google Drive to include the annual RSC schedule of action items, significant deadlines related to the RDA Toolkit schedule, other RSC-related deadlines, and availability of RSC members. News of major dates or changes to the schedule will be announced on the RSC 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 RSC.

6.1 Proposals and drafts should conform to the guidelines in the Editor's guide and its three appendices (available on the "Submitting proposals to RDA" page of the website: <http://www.rda-rsc.org/submitting-proposals>). Also see RSC/Policy/5.

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 RSC/Policy/5 and the accompanying sample proposal.

6.3 Discussion papers may be submitted to raise issues for discussion by the RSC 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 “RSC” numbering sequence will be used for all proposals relating to RDA and for general documents from November 6, 2015 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:

- RSC 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 RSC 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 RSC document contains another document and the conveyed document has its own internal number, it is not necessary to renumber the document with the RSC numbering.

6.8 RSC document numbers (see also 8.1)

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

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

6.8.2 RSC document numbers for RDA proposals will contain these elements:

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

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

- “RSC”
- Originator of discussion paper

- “Discussion”
- Number (i.e., the number of the discussion paper submitted by that body or the RSC member) (e.g., RSC/ISBD/Discussion/1, RSC/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., RSC/ACOC/2/DNB response; RSC/CCC/1/rev; RSC/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 RSC to indicate briefly the agreement, disagreement, or general comments for discussion.

7 Fast Track process

7.1 RSC uses a shorter Fast Track process to react in more timely fashion to requests for minor revisions of *RDA*.

7.2 Scope

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

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 RSC Secretary without using the Fast Track process (see 3.5.1).

Changes to examples are managed directly by the RDA Examples Editor without using the Fast Track process (see 3.6.1).

7.2.4 Fast Track entries may originate from communities, groups appointed by the RSC, or from other sources, such as RDA Toolkit support and agencies or individuals not belonging to an RSC community.

7.3 Fast Track procedure

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

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. RSC members add their comments.

7.3.3 Decision. RSC members may accept or reject the proposed change, request further discussion, or recommend the change for community review via a formal proposal. The RSC Secretary maintains status codes on the log and is responsible for notifying the RSC of any additional actions required. The RSC 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 community review (see section 6).

7.3.4 Documentation. An RSC 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 RSC Secretary, revisions for editorial consistency, and changes to examples authorized by the RDA Examples Editor.

7.3.5 Implementation. The RSC 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 RSC Documents

8.1 The RSC 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., RSC/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 RSC meetings (e.g., RSC/A/2016)
- Minutes of RSC meetings (e.g., RSC/M/1-50)
- Annual reports (e.g., RSC/Annual report/2016)
- Policy documents (e.g., RSC/Policy/1)
- Lists of RSC documents (e.g., RSC/Documents list/2016)
- Items for information, distributed by a member (e.g., RSC/BL/Info/1)
- Documents issued by the RSC Secretary (e.g., RSC/Sec/1)
- Documents meant only to facilitate the work of the committee will be given numbering including the term “Restricted” (e.g., RSC/M/Restricted/1-22)

8.3 At the end of each year, the RSC 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 RSC Secretary will note items requiring further consideration by the RSC in the minutes.

9 Information on RSC and RDA Development

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

9.1 RSC public website

9.1.1 An RSC website will include information about the following:

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

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

9.1.3 RSC 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 RSC website.

9.1.5 Documents will be organized under the name of the series (i.e., by RSC community, working group, or other community).

9.2 RSC announcements

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

9.2.2 The RSC 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 Restricted documents

9.3.1 From time to time the RSC 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 a restricted area of the RSC website. They may be shared at the discretion of an individual RSC representative, but will not be publicly distributed.

10 Working Groups

10.1 The RSC will maintain two standing working groups (RSC Technical Working Group and RSC Translations Working Group) and will establish other ad hoc working groups for specific tasks.

10.2 Membership of the groups may include RSC representatives, individuals from RSC communities, 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 RSC website.

10.4 An RSC Working Group reports via its Chair to the Chair of the RSC.

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., RSC/MusicWG/5, RSC/TechnicalWG/1).

11 RSC Meetings

See RSC/Policy/2.

12 Election of the RSC Chair/Chair-Elect

12.1 The Chair-Elect must be a member of the RSC; 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 RSC Chair. This gives time for the relevant community to arrange for a replacement RSC 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 RSC in accordance with the following process:

12.5.1 Nominations for Chair-Elect are notified to the RSC 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 RSC member may request that the vote be conducted by secret ballot.
- b) Each RSC 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 RSC.

12.5.3 In the event that there is no candidate, the RSC will work with the RDA Board to find the best solution, with the RSC 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 RSC. An election for the Chair will be held at the next meeting of the RSC 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 community, until the RSC 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 RSC continues to meet in November): if the RSC Chair is in his or her final term, or the RSC Chair indicates to the RSC that he/she will not seek another term, the RSC 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 RSC no longer wishes a Chair to continue, the RSC 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 RSC's work.

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

- Translations (ALA Publishing)
- RDF linked data representation of RDA Reference in the RDA (RDA Development Team responsibility for technical content)
- Index for print version of RDA (ALA Publishing)
- Other versions of RDA (ALA Publishing with RSC review)
- Derivative products other than translations (e.g., *RDA Essentials*; special extracts for particular categories of resource, etc.) (ALA Publishing with RSC responsibility for accuracy of derived content, review, and proofreading)
- RDA workflows and schemas (ALA Publishing)
- RDA/MARC mappings (RSC)
- Complete examples (RSC and RDA Examples Editor)

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

13.4 The RSC Secretary edits the RDA content via the online authoring tool to make changes resulting from approved proposals, approved Fast Track entries, changes in examples, revisions for editorial consistency, 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 RSC Secretary and one or more RSC members or designated agents proofread the changes to the RDA content before each release or update of RDA Toolkit.

13.7 The RSC 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 RSC is responsible for proofreading for accuracy and signing off on any officially approved derivatives of RDA content except translations and interpretive manuals.

14.2 Translations

14.2.1. The creation and maintenance of translations of RDA and RDA Toolkit are carried out according to the RDA Translations Policy, see RSC/Policy/6.

14.2.2 The RSC Translations Working Group (RSC/Chair/14) supports and advises the RSC in the development of RDA for non-Anglophone communities

14.3 RDA Essentials

14.3.1 *RDA Essentials* is a simplified guide to basic RDA cataloguing, structured on RDA entities and elements. It provides 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* are consistent with the guidelines and instructions in RDA. The elements, relationship designators, and vocabularies prescribed by *RDA Essentials* are consistent with the elements, relationship designators, and vocabularies in RDA.

14.3.3 Revisions of *RDA Essentials* will be published at the discretion of the Co-Publishers of RDA in consultation with the RSC. The RSC will review and approve the content of revisions of *RDA Essentials* before they are published.

14.4 Derivative versions for specific audiences, etc.

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

14.6 RDA Reference for linked data

14.6.1 RDA Reference and its translations will be registered in an RDA namespace.

15 External Relationships

15.1 To facilitate collaboration with other standards communities and the furtherance of its objectives, the RSC may appoint liaisons to external groups. The listing of liaisons is posted on the RSC website.

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

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

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

16. RSC Secretary and RDA Examples Editor

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

16.2 For terms of reference for the RDA Examples Editor, see RSC/Chair/7.