

**To:** RDA Steering Committee  
**From:** Gordon Dunsire, Chair, RSC  
**Subject:** General terms of reference for RSC Working Groups

This document sets out the general terms of reference for an RSC Working Group.

Each RSC Working Group will have specific terms of reference within these general terms of reference.

### **Background**

The RDA Steering Committee (RSC) is responsible for maintaining *RDA: Resource Description and Access*.

RDA provides a set of guidelines and instructions on formulating data to support resource discovery. RDA provides a comprehensive set of guidelines and instructions covering all types of content and media.

RDA is designed for use in an international context and with a variety of encoding schemes typically used in library applications.

The RSC is committed to ensuring that the metadata produced using RDA will be well-formed, i.e., instructions are provided on how to record the values of elements, controlled vocabularies are used where appropriate and further standards may be aligned, and the overall structure is governed by a formal model.

Underlying RDA are the conceptual models FRBR (*Functional Requirements for Bibliographic Records*), FRAD (*Functional Requirements for Authority Data*), and FRSAD (*Functional Requirements for Subject Authority Data*), and their successor IFLA Library Reference Model.

RDA is developed in a collaborative process led by the RSC. The work of the RSC relies heavily on the members of its communities.

The communities represented on the RSC are:

- The American Library Association (ALA)
- The Australian Committee on Cataloguing (ACOC)
- The Canadian Committee on Cataloguing (CCC)
- Europe region
- The Library of Congress (LC)

From time to time, the RSC decides to establish a Working Group to assist it with the development of a particular aspect of RDA, such as instructions covering specific types of content and media, supporting documentation, and the interoperability of RDA metadata.

### **Purpose**

The purpose of an RSC Working Group is to assist the RSC in the development of RDA by producing discussion papers, recommendations, proposals, and other documents for consideration by the RSC.

### **Charge (duties and responsibilities)**

An RSC Working Group is charged to:

- Carry out the tasks approved by the RSC in a timely and appropriate fashion.
- Seek the views of groups and individuals outside of its membership to inform its activities.
- Reach consensus on the content of documents developed by the group before submission to the RSC.
- Follow standard procedures and policies for submitting documents to the RSC, and any ad hoc instructions issued by the Chair of the RSC.
- Identify new tasks within the group's specific terms of reference and propose them to the RSC.

### **Tasks**

An RSC Working Group will normally be assigned a set of specific tasks approved by the RSC and numbered for identification and reference.

The RSC and the Working Group must agree on the tasks assigned to the Group.

The RSC and the Working Group may propose new tasks to be carried out.

Tasks will be reviewed and approved by the RSC at its annual meeting, and at such other times as deemed necessary.

### **Membership**

Members of an RSC Working Group may include representatives of RSC communities and other appropriate bodies, and individuals with relevant skills and experience.

Each member is expected to:

- Bring professional or specialist knowledge to the group.
- Make an effective contribution to the work of the group.

- Promote the work of the Working Group and the RSC to peers.

The usual duration of appointment to an RSC Working Group is two years. A member may be re-appointed for another term with the agreement of the Chair of the Working Group and the RSC.

### **Chair**

An RSC Working Group has a Chair approved by the RSC. The Chair may be nominated by the RSC or elected by the Group.

The Chair may be any member of the Working Group or the RSC.

The Chair may be divided between two individual co-Chairs, by agreement with the RSC.

The Chair of an RSC Working Group is expected to:

- Lead the Group by setting agendas, timescales, etc.
- Liaise with the Chair of the RSC on a regular basis.
- Submit to the RSC a brief written annual report of the activities of the Group and the status of its tasks.
- Present the output of the Group to the RSC at its meetings, as appropriate:
  - In person
  - Using remote conferencing facilities
  - Via a proxy
  - In a written report.

The usual duration of appointment as Chair of an RSC Working Group is two years. The Chair may be re-appointed for another term with the approval of the RSC.

### **Reporting line**

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

The Chair of the Working Group may nominate a proxy when appropriate.

### **Resources and method of working**

The RSC will not normally provide funding to support an RSC Working Group or its members.

The RSC will provide access to the RDA Toolkit and to internal RSC documents, as required, to members of an RSC Working Group.

The RSC will provide accommodation on the RSC website for information about each RSC Working Group, including its terms of reference, current membership, current tasks and activities, and formal output.

An RSC Working Group is expected to carry out its tasks using a variety of communication channels, including:

- Meetings
- Remote conferencing facilities
- Email
- Shared workspaces.

The RSC can arrange access to remote conferencing facilities provided by ALA Publishing.

### **Review**

The RSC will review the requirement for a RSC Working Group on an annual basis.

### **Termination**

The RSC will terminate an RSC Working Group, if it deems that the Group has completed its activities, is no longer required, or is ineffective.

An RSC Working Group may ask the RSC to terminate the Group at any time.

The RSC will normally ask the Working Group to turn over any relevant archival material, such as interim drafts of documents and data gathered to inform its activities, subject to data privacy and protection considerations. This material may be used for the future development of RDA. The RSC will not normally publish such material without the permission of the members of the Working Group.