To: RDA Steering Committee

From: Renate Behrens, RSC Chair

Subject: Examples Working Group, 2023-2024

This document sets out the membership, terms of reference, and specific tasks for the Examples Working Group.

The purpose of the Examples Working Group is to support the RDA Examples Editor in developing RDA examples and supporting RDA communities in creating and sharing RDA examples across different language translations.

1. General terms of reference

The Working Group operates within RSC/Operations/3, the general terms of reference for RSC Working Groups.

This is a standing Working Group. The chair is a voting member of the RDA Steering Committee (RSC), serving as the RDA Examples Editor.

2. Background

The RSC develops *RDA: Resource Description and Access* for international use with a range of encoding schemes typically employed in library and related applications. RDA uses controlled vocabularies to support resource discovery and is intended to cover all types of content and media. RDA instructions and guidance are published in RDA Toolkit.

Examples illustrate elements as appropriate for the language version of RDA in which they appear. The data are correct in the context of the instruction, and may not necessarily reflect the forms found in databases of agents using RDA.

3. Charge (duties and responsibilities)

The Group is charged to:

- Assist the RDA Examples Editor in developing RDA examples
- Support RDA communities in creating RDA examples for local practices

- Support interchange and reuse of examples in different RDA translations and across different communities of RDA users

4. Membership

Honor Moody, Chair and RDA Examples Editor, USA

Gabriele Göser, Germany
Jessica Grzegorski, USA
Christoph Steiger, Austria
Anne Welsh, UK

Elisa Sze, RDA Education and Orientation Officer, ex officio
Szabolcs Dancs, Translations Team Leader, ex officio
James Hennelly, Director of ALA Digital Reference, ex officio

5. Tasks

1. Support the work of the RDA Examples Editor by:
   a. Maintaining examples in RDA for existing instructions
   b. Identifying and implementing changes to examples resulting from changes to the RDA text
   c. Identify new contextual examples for inclusion in RDA in conjunction with approved RSC proposals and in existing RDA text, as needed
   d. Identify and coordinate with external experts for the translation, transcription, localization and contextualization of RDA examples
2. Assess the sustainability of existing examples development processes and make recommendations for changes or improvements if needed
3. Assess CMS and stylesheet functionality for areas of improved display of examples in the RDA Toolkit
4. Assess the ongoing need for 'Recording Methods' as a specific category of examples in the RDA Toolkit
5. Review and edit as needed examples submitted by RDA users for appropriateness
6. Develop guidelines for specifying String Encoding Schemes (SES) used in examples and explanatory notes
   a. Review existing examples in the RDA Toolkit for unspecified SES and update as appropriate

6. References

The following documents are referred to regularly by the Working Group in the course of their work. They are Restricted documents, available on the Core Editing Resources section of the shared drive:

1. *Examples Editorial Guide for the Official RDA Toolkit*
2. *CMS Guide: Examples*
3. *DITA Markup for RDA Toolkit*
4. *RDA Editing Guide*