JOINT STEERING COMMITTEE FOR DEVELOPMENT OF RDA

MEETING TO BE HELD 15-19 OCTOBER 2007 IN CHICAGO, U.S.A.

DRAFT AGENDA

Note: JSC members are asked to bring documents marked "*" to the meeting. Documents marked "^" are only available to JSC members. Access to additional listed documents will be available if needed during the meeting.

Note: Executive Sessions (indicated below) are closed to observers.

Monday 15 October a.m. <5 hours>

Executive Session 1

1. Session on RDA authoring software (1 hour incl. practice)

2. Liaison with the co-publishers of RDA (1 hour)

End of Executive Session 1

Executive Session 2

3. RDA Project Manager’s report (1 ¼ hours)
   - Update on Glossary editor
     5JSC/Chair/11
     5JSC/Policy/3/Rev
   - Outreach
     5JSC/Chair/4
     5JSC/Chair/4/Rev
     5JSC/Chair/4/Rev/2

     5JSC/Chair/8
     5JSC/Chair/8/Rev
     5JSC/Chair/8/Rev/2
   - Training and implementation of RDA
   - Risk assessment for RDA content development
   - CoP update
     5JSC/Restricted/Chair/8^*

4. Communication with other resource description communities (1 ¼ hours)
   5JSC/Chair/10*

   5JSC/Restricted/Chair/9^*

5. Formal recognition of individuals and groups contributing to the development of RDA (5 mins.)
6. Scope of JSC Web sites and document distribution (5 mins.)

End of Executive Session 2

Monday 15 October 2.30 p.m. <3 hours>

7. Approval of the agenda (5 mins.)

8. Minutes of the previous meeting held 16-20 April 2007 (5 mins.)
   5JSC/M/129-169
   5JSC/M/Restricted/129-169^*

9. Actions arising out of the JSC Meeting April 2007 (15 mins.)

General RDA

10. RDA Strategic plan and Scope and structure (20 mins.)
    5JSC/Strategic/1/Rev*
    5JSC/RDA/Scope/Rev*

11. General Introduction for RDA (45 mins.)
    5JSC/RDA/Prospectus/Rev/4

Part B of RDA

The following documents may be referred to during the discussion of this section of the agenda:

   5JSC/Part A/Chapters 6-7
   5JSC/RDA/Part A/Chapters 6-7/LC response
   5JSC/RDA/Part A/Chapters 6-7/CCC response
   5JSC/RDA/Part A/Chapters 6-7/BL response
   5JSC/RDA/Part A/Chapters 6-7/ACOC response
   5JSC/RDA/Part A/Chapters 6-7/ALA response
   5JSC/RDA/Part A/Chapters 6-7/CILIP response

   5JSC/Editor/RDA/Part B
   5JSC/Editor/RDA/Part B/Chapter 13/13.1 strawman

   5JSC/ACOC rep/1*
   5JSC/ACOC rep/1/CILIP response*
   5JSC/ACOC rep/1/LC response*
   5JSC/ACOC rep/1/ACOC response*
   5JSC/ACOC rep/1/ALA response*
   5JSC/ACOC rep/1/CCC response*
   5JSC/ACOC rep/1/BL response*
   (Note: these documents are also listed at agenda 34)

   5JSC/Restricted/LC rep/2 ^*

   5JSC/Editor/2 *
12. Draft of RDA Introduction to Part B (45 mins.)
   5JSC/Editor/RDA/Part B/Introduction *^  

13. Draft of RDA Part B, chapter 8 – General guidelines on access point control (45 mins.)
   5JSC/Editor/RDA/Part B/Chapter 8 *^  

**Tuesday 16 October a.m. <3 ¾ hours>**

14. Draft of RDA Part B, chapter 9 – Persons (1 ¼ hours)
   5JSC/Editor/RDA/Part B/Chapter 9 *^  

15. Draft of RDA Part B, chapter 10 – Families (1 ¼ hours)
   5JSC/Editor/RDA/Part B/Chapter 10 *^  
   
   Including discussion of:
   
   **Family names discussion guide**
   5JSC/Restricted/ACOC rep-CCC rep/1 *^  

16. Draft of RDA Part B, chapter 11 – Corporate bodies (1 ¼ hours)
   5JSC/Editor/RDA/Part B/Chapter 11 *^  

**Tuesday 16 October p.m. <3 ¾ hours>**

17. Draft of RDA Part B, chapter 12 – Places (1 hour)
   5JSC/Editor/RDA/Part B/Chapter 12 *^  

18. Draft of RDA Part B, chapter 13 – Works, expressions, manifestations, and items (1 ¾ hours)
   5JSC/Editor/RDA/Part B/Chapter 13 *^  
   
   Including discussion of:
   
   **IME ICC 5.2.4 Forms of Uniform titles**
   5JSC/CILIP rep/1*
   5JSC/CILIP rep/1/ALA response*
   5JSC/CILIP rep/1/BL response*
   5JSC/CILIP rep/1/LC response*
   5JSC/CILIP rep/1/CILIP response*
   5JSC/CILIP rep/1/ACOC response*
   5JSC/CILIP rep/1/CCC response*

19. Draft of RDA Part B, chapter 14 – Musical works and expressions (1 hour.)
   5JSC/Editor/RDA/Part B/Chapter 14 *^  

**Wednesday 17 October a.m. <3 ½ hours>**

20. Draft of RDA Part B, chapter 15 – Legal works (1 hour.)
   5JSC/Editor/RDA/Part B/Chapter 15 *^  
   
   Including discussion of:
   
   **Addition to "Other agreements involving jurisdictions"**
21. **Draft of RDA Part B, chapter 16 – Religious works (1 hour.)**
5JSC/Editor/RDA/Part B/Chapter 16 *

Including discussion of:

**Bible Uniform Titles**

5JSC/LC/8
5JSC/LC/8/BL response
5JSC/LC/8/CILIP response
5JSC/LC/8/CCC response
5JSC/LC/8/ALA response
5JSC/LC/8/ACOC response
5JSC/LC/8/Chair follow-up*
5JSC/LC/8/Chair follow-up/CILIP response*
5JSC/LC/8/Chair follow-up/BL response*
5JSC/LC/8/Chair follow-up/LC response*
5JSC/LC/8/Chair follow-up/ALA response*
5JSC/LC/8/Chair follow-up/CCC response*
5JSC/LC/8/Chair follow-up/ACOC response*

22. **Draft of RDA Part B, chapter 17 – Official communications (45 mins.)**
5JSC/Editor/RDA/Part B/Chapter 17 *

23. **Draft of RDA Part B, chapter 18 – Manuscripts and incunabula (45 mins.)**
5JSC/Editor/RDA/Part B/Chapter 18 *

**Wednesday 17 October p.m. <4 hours>**

24. **Draft of RDA Part B, chapter 19 – Other information used in access point control (45 mins.)**
5JSC/Editor/RDA/Part B/Chapter 19 *

25. **Wrap up of Part B issues (30 mins.)**

Confirmation of decisions made at agenda items 12 & 13:
Draft of RDA Introduction to Part B
Draft of RDA Part B, chapter 8 – General guidelines on access point control

Including discussion of:
• Required elements for Part B

26. Revised draft statement of objectives and principles for RDA (45 mins.)
   5JSC/Editor/RDA/Objectives and Principles/Rev/3*^ 
   Note: This document will be discussed as appropriate with each of the draft Part B chapters. This agenda item is to discuss plans for revision of the document.

27. RDA Part B Internationalization (20 mins.)
   5JSC/LC rep/2 *^ 
   Note: This document will be discussed as appropriate with each of the draft Part B chapters. This agenda item is to discuss the next steps for the proposal.

28. Examples in Part B (40 mins.)

Part A of RDA

The following document will be referred to during discussions on part A:

   5JSC/RDA/Element analysis

Chapters 1-2, 4-5

The following documents will be referred to during the discussion of this section of the agenda:

   5JSC/RDA/Part I* 
   5JSC/RDA/Part I/LC response / 5JSC/RDA/Part I/Chapter 3/LC response* 
   5JSC/RDA/Part I/CCC response* 
   5JSC/RDA/Part I/ACOC response / 5JSC/RDA/Part I/Chapter 3/ACOC response* 
   5JSC/RDA/Part I/ALA response* 
   5JSC/RDA/Part I/BL response / 5JSC/RDA/Part I/Chapter 3/BL response* 
   5JSC/RDA/Part I/CILIP response / 5JSC/RDA/Part I/Chapter 3/CILIP response*

29. Revised draft of RDA - Part A – Introduction (1 hour)
   5JSC/Editor/RDA/Part A/Introduction/Rev *^ 

Thursday 18 October a.m. <4 hours>

30. Revised draft of RDA - Part A – Chapter 1 (1 hour)
   5JSC/Editor/RDA/Part A/Chapter 1/Rev *^ 
   Including discussion of:
   • Changes requiring a new description (in particular change in carrier) 5JSC/M/137.2 
   • RDA Part I Internationalization: Decisions on the proposals on recording numbers in sections B, C, D, and E of the LC proposal (instruction 1.7)
   5JSC/LC/5 
   5JSC/LC/5/BL response 
   5JSC/LC/5/ALA response
31. **Revised draft of RDA - Part A – Chapter 2 (2 hours)**

   5JSC/Editor/RDA/Part A/Chapter 2/Rev *^*

   Including discussion of:

   **Removal of “Introductory words” instruction**
   5JSC/CILIP/5*
   5JSC/CILIP/5/BL response*  
   5JSC/CILIP/5/LC response*  
   5JSC/CILIP/5/ACOC response*  
   5JSC/CILIP/5/CCC response*  
   5JSC/CILIP/5/ALA response*  

   **Linking words in alternative titles**

   **Numbering for serials: alternative instruction**
   5JSC/LC/10*
   5JSC/LC/10/ALA response*  
   5JSC/LC/10/CCC response*  
   5JSC/LC/10/BL response*  
   5JSC/LC/10/CILIP response*  
   5JSC/LC/10/ACOC response*  
   5JSC/LC/10/LC follow-up*  

   **Analysis of the proposed CONSER standard record vis à vis RDA**
   5JSC/Editor/1*
   5JSC/Editor/1/Chair follow-up *
   (Note: These documents are also listed at agenda item 36)

32. **Revised draft of RDA - Part A – Chapter 4 (1 hour)**

   5JSC/Editor/RDA/Part A/Chapter 4/Rev *^*

   Including discussion of:

   - **Placement of instructions on audio narration and captioning** (mentioned in the cover letter for the March 2007 draft of chapter 3)

   **Thursday 18 October p.m. <4 ¼ hours>**

33. **Revised draft of RDA - Part A – Chapter 5 (30 mins.)**

   5JSC/Editor/RDA/Part A/Chapter 5/Rev *^*

34. **Levels of description, access, and authority control –Part A and general issues (45 mins.)**
Including discussion of:
- Subject access in RDA (wording to be supplied by LC rep)
- URLs (5JSC/M/134.11.1)
- Publication elements (5JSC/M/159.5)

35. Examples in part A (1 hour)

Chapters 6-7

36. RDA: Resource Description and Access Part A – Constituency Review of June 2007 Draft of Chapters 6-7 (2 hours)

Including discussion of:
- 015 National bibliography number (5JSC/M/134.23.2)

Analysis of the proposed CONSER standard record vis à vis RDA

Friday 19 October – a.m. <3 ¾ hours>

37. Designations of roles and relationships (45 mins.)
Chapter 3

38. **RDA: Resource Description and Access Part A – Constituency Review of March 2007 Draft of Chapter 3 (1 hour – to be continued by teleconference and at the April 2008 meeting)**

   5JSC/RDA/Part A/Chapter 3/Rev*
   5JSC/RDA/Part A/Chapter 3/Rev/ACOC response*
   5JSC/RDA/Part A/Chapter 3/Rev/CCC response)*
   5JSC/RDA/Part A/Chapter 3/Rev/Chair follow-up/1*
   5JSC/RDA/Part A/Chapter 3/Rev/LC response*
   5JSC/RDA/Part A/Chapter 3/Rev/Chair follow-up/2*
   5JSC/RDA/Part A/Chapter 3/Rev/Chair follow-up/3*
   5JSC/RDA/Part A/Chapter 3/Rev/Chair follow-up/4*
   5JSC/RDA/Part A/Chapter 3/Rev/CILIP response*
   5JSC/RDA/Part A/Chapter 3/Rev/ALA response*
   5JSC/RDA/Part A/Chapter 3/Rev/BL response*

Including discussion of:

- Issues which relate to the MARBI discussion paper
- Sources of information for sound resources to see if ALA concerns have been addressed (5JSC/M/141.12.1)
- Use of “term” (5JSC/M/156.4.4)
- Finding of objects

**Data presentation (2 hours)**

39. **Punctuation within elements**

40. **“Data about data”**

Including discussion of:

- How to handle statements such as “title varies”, “publisher not identified” (5JSC/M/160.3.2)

41. **Appendix D (Display of descriptive data)**

Including discussion of:

- Punctuation instructions relating to sources of information (5JSC/M/141.16.2)

42. **Appendix E (Access point data)**

Including discussion of:
- The presentation standard to be used in addition to mapping to the MARC 21 authorities format

Friday 19 October – p.m. (3 ½ hours)

43. Appendices A-C (Capitalization, Abbreviations, Initial Articles) (30 mins.)
   5JSC/Chair/9/Chair follow-up/3*

General Business

44. Update on related projects and other resource description communities (5 mins.)

45. Next meeting (5 mins.)

46. Plans for future teleconferences (5 mins.)

47. JSC program of work (1 ½ hours)

48. Statement of policy and procedures for JSC (5 mins.)
   5JSC/Policy/4/Rev

49. Outcomes from October 2007 meeting (1 hour)
   Note: will also be discussed at the end of each day

50. JSC meetings policy document (5 mins.)
   5JSC/Policy/6

51. Any other business