

**Core: Leadership, Infrastructure, Futures
(A division of the American Library Association)
Metadata and Collections Section
Committee on Cataloging: Description and Access**

**Minutes of the
2021 Annual Virtual Meeting
July 26, 2021
DRAFT**

Members present:

Glen Wiley, Chair
Brian Clark
Lori Dekydtspotter
Erin Grant
Daniel Jergovic
Kathryn Lybarger
Tina Marie Maes
Gina Solares
Richard Guajardo, Webmaster

Ex-officio representatives present:

Melanie Polutta, LC
Robert Maxwell, NARDAC
Stephen Hearn, NARDAC
Nathan Putnam, OCLC

ALA Liaisons present:

Julian Everett Allgood, PCC
Peter V. Fletcher, CRCC
Cate Kellett, GODORT
Amanda Ros, SAC
Brian Stearns, RBMS
Jia Xu, CC:AAM
Min Zhang, MAGIRT

Non-ALA Liaisons present:

Thomas Dousa, CLA
Keith Knop, MusLA
Kelly McGrath, OLAC
John Myers, [CC:DA liaison to] MAC
Diane Napert, ARSC
Andrea Puccio, ARLIS/NA
Ryan Tamares, AALL
Jay Weitz, IFLA Cataloging Section
Donna Wells, ATLA

Notes:

- I. The minutes do not necessarily record discussion in the order in which it occurred. Material may have been rearranged in order to collocate items related to specific topics for clarity.
- II. While recordings of the CC:DA meetings were made, the process of transcription is laborious. Only in some cases are exact quotes included.
- III. In CC:DA minutes, a “vote of the Committee” indicates a poll of the actual voting members rather than of representatives/liaisons of particular agencies or groups. These votes are a formal representation of Committee views. The Chair rarely votes except to break a tie. The term “straw vote” indicates a poll of the ALA and other organizational representatives/liaisons to CC:DA who are present. Such votes are advisory and are not binding upon the Committee. Where no vote totals are recorded, and a CC:DA position is stated, the position has been determined by consensus.
- IV. In CC:DA minutes, the term “members” is used to apply to both voting and nonvoting appointees to the Committee. Where a distinction is necessary, the terms “voting members” and “liaisons” are used.
- V. V. Abbreviations and terms used in these minutes include:

3R Project = RDA Toolkit Restructure and Redesign Project

AALL = American Association of Law Libraries

AAP = Authorized access point

ABA = LC Acquisitions and Bibliographic Access Directorate

ACRL = Association of College and Research Libraries

AFOS = Acquisitions Fiscal and Oversea Support Division

AJL = Association of Jewish Libraries

ALA = American Library Association

ALCTS = Association for Library Collections & Technical Services [Historical use only]

AP = Application profile

ARLIS/NA = Art Libraries Society of North America

ARSC = Association for Recorded Sound Collections

ATLA = American Theological Library Association

BIBFRAME = Bibliographic Framework Initiative

BSR = BIBCO Standard Record

CaMMS = ALCTS/Cataloging and Metadata Management Section

CC:AAM = ALCTS/CaMMS/Committee on Cataloging: Asian and African Materials

CC:DA = ALCTS/CaMMS/Committee on Cataloging: Description and Access

CCC = Canadian Committee on Cataloguing

CCM = ALCTS/CaMMS/Cataloging of Children’s Materials Committee

CIP = Cataloging in Publication

COIN = Cooperative and Instructional Program Division

Core = merged division including ALCTS, LITA, and LLAMA [not an abbreviation]

CRS = ALCTS/Continuing Resources Section

CSM = Classification and Shelflisting Manual

CSR = CONSER Standard Record

CYAC = Children’s Literature and Young Adults Cataloging

DCMI = Dublin Core Metadata Initiative

DCRM(C) = Descriptive Cataloging of Rare Materials (Cartographic)

EURIG = European RDA Interest Group

FRBR = IFLA's Functional Requirements for Bibliographic Records
FRBR-LRM = IFLA's FRBR-Library Reference Model
FRBRoo = FRBR-object oriented
GODORT = ALA/Government Documents Round Table
IFLA = International Federation of Library Associations and Institutions
IFLA-LRM = IFLA-Library Reference Model
ISNI = International Standard Name Identifier
ISBN = International Standard Book Number
ISSN = International Standard Serial Number
JSC = Joint Steering Committee for Development of RDA (up to 2016)
LC = Library of Congress
LC/NAF = LC/NACO Authority File
LC-PCC PSs = Library of Congress Policy Statements
LCDGT = Library of Congress Demographic Genre Terms
LCGFT = Library of Congress Genre/Form Terms
LCMPT = Library of Congress Medium of Performance Thesaurus
LCSH = Library of Congress Subject Headings
MAGIRT = Map and Geospatial Information Round Table
MAC = MARC Advisory Committee
MARC = Machine-Readable Cataloging
MedLA = Medical Library Association
MIG = ALCTS/Metadata Interest Group
MulDiCat = IFLA's Multilingual Dictionary of Cataloguing Terms and Concepts
MusLA/MLA = Music Library Association
NAR = Name Authority Record
NHP = Non-human personage
NARDAC = North American RDA Committee
OLAC = Online Audiovisual Catalogers
OMR = Open Metadata Registry
ORDAC = Oceania RDA Committee
PCC = Program for Cooperative Cataloging
PoCo = PCC Policy Committee
PSD = Policy and Standards Division of the Library of Congress
RBMS = ACRL/Rare Books and Manuscripts Section
PTC = Policy, Training, and Cooperative Programs Division
RSC = RDA Steering Committee
RDA = Resource Description and Access
RDF = Resource Description Framework
RUSA = Reference and User Services Association
SAC = ALCTS/CCS/Subject Analysis Committee
SAA = Society of American Archivists
SCA = PCC Standing Committee on Applications
SCS = PCC Standing Committee on Standards
SCT = PCC Standing Committee on Training
SES = String encoding scheme
SHM = Subject Heading Manual
SLA = Special Libraries Association
URI = Uniform Resource Identifier
VES = Vocabulary encoding scheme

WCAG = Web Content Accessibility Guidelines

WEMI = Work/Expression/Manifestation/Item, the FRBR group 1 entities

*Other abbreviations may be found at: <http://www.ala.org/tools/topics/acronyms>

Monday, July 26,

*2:00-4:00 p.m. Eastern/1:00-3:00 p.m. Central/11:00 a.m.-1:00 p.m. Pacific
Online*

1534. Welcome and opening remarks: Chair

Glen Wiley, **Chair**, called the meeting to order at 2:02 pm CST, and welcomed voting members, liaisons, representatives, and audience members.

1535. Meeting logistics: Guajardo

Guajardo noted we have close to thirty people. If you want to raise your hand, it's under the reactions tab on Mac. On Windows, the option is in the Participants tab or Reactions button. If you are on the agenda and have technical issues or get unconnected, we will continue to the next item on the agenda and insert you when you come back (and rearrange the agenda). If you need to private message to Tina Marie or Richard, who will ask your question or state your comment.

1536. Introduction of members, liaisons, and representatives: Group

The **Chair** invited committee members, liaisons, and representatives to introduce themselves.

1537. Adoption of agenda: Chair

The **Chair** reported that the agenda was put together to do a one-day meeting and was not able to reschedule James Hennelly to review Toolkit, etc; he is unavailable for the meeting times. RSC asynchronous meetings were also recently, so there are no updates to provide.

Lybarger moved, **Solares** seconded, and the motion passed unanimously.

1538. Approval of minutes of meeting held at 2021 Midwinter Meeting: Chair [[Minutes of the 2021 Midwinter Virtual Meeting](#)]

The **Chair** asked for any changes to the minutes. None were posed. The Chair invited a motion to accept the minutes as final. **Lybarger** moved, **Jergovic** seconded, and the motion passed unanimously.

1539. Report from the Chair [[Chair's Report on CC:DA Motions and Other Actions February—July 2021](#)]

Peter Fletcher and Robert Maxwell from CC:DA were suggested to serve on the rotating Review Board developed from the [Revised Procedural Guidelines for Proposed New or Revised Romanization Tables](#). Other task forces were discussed. **Fletcher** reminded the group that the Romanization Task Force [that is, the Task Force on the Proposal on Changing Procedural Guidelines for Proposed New or Revised Romanization Tables] was discharged.

The **Chair** invited a motion to confirm the activity of CC:DA between February to July 2021.

Maes moved, **Solares** seconded, and the motion passed unanimously.

Myers reminded voting members that these are pro forma motions to move the business of the committee along. Otherwise we just sit here unable to proceed to the next item.

1540. Report of the CC:DA webmaster

Guajardo reported there has been a lot of activity since last meeting. The CC:DA blog has received a refresh to be closer to the Core look and feel as well as new options. If there are troubles let him know. The blog will be migrating to a new server by ALA IT, hopefully with a URL redirect. The quick demise of the Rules listserv to the Connect platform happened sooner than expected. This does include Filespace on Connect. Members and liaisons were added to Connect share space. but it may need attention.

Dominique **Bourassa** asked about what participants should do on Connect. If only actual members can see papers, etc., then no prospective members will be able to understand what the committee does.

The **Chair** also brought up that there is need to expand the Virtual Participation Task Force and will be adding this task/focus to the Virtual Participation Task Force to figure out rules and other options, and that they are still working with ALA on how CC:DA should use Connect vs. blog.

Myers asked to be part of the conversation and recalled that in the early days of email there were two distinct listservs, one solely for committee work and another public one. He noted that he is not advocating for this. It is not clear how it was bifurcated.

He is also a member of a Round table that did something similarly for Executive committee members vs. public. It may be more work than needed, but may be necessary.

1541. Report of the ALA Representatives to the North American RDA Committee [[Report of the ALA Representatives to the North American RDA Committee](#)]

Hearn reports that **Maxwell** is not able to attend this meeting due to prior personal engagements. The committee has had stable membership. NARDAC continues to track the proposal for a the Curator element at the Work level, and the need to wait on the RSC Technical Working Group's continuing work to develop an RDA treatment and definition for Collections for which a curator is responsible.

The July RSC meeting discussed changes for the definition and Expression to Expression relationships in LRM in RDA. Currently the Expression to Expression definition is about different works; expression of the same work are also required. There was also a change of labeling of graphic representations from 'relief type' to 'relief representation'.

Outreach for NARDAC has consisted of a virtual NARDAC RDA Update Forum on March 29, and will do another update in late August with the same participants again on similar topics. NARDAC was invited to develop a proposal for a half-day face-to-face RDA Workshop to be held October 7 in Baltimore in conjunction with the 2021 Core Forum. [The written report

further includes references to NARDAC's February presentation to CC:DA which was not mentioned in the oral report.]

Melanie reported regularly on LC's development of policy statements and metadata guidance documents for the RDA Toolkit. The Library of Congress, which is responsible for coding and maintaining the policy statements, is doing all the data entry for these documents [to support the new Official RDA Toolkit] and has posted a form [[link](#)] for reporting grammar, spelling, typographical, and punctuation errors and link problems found in the policy statements. Catalogers are encouraged to wait for the release of the metadata guidance documents, scheduled for October 2021, before proposing more substantive changes to the policy statements as the statements may not be adequate explanations. Policy statements will link to the metadata guidance documents. Then there will be a better basis for public content. PCC and LC have been working on this.

RSC has been working on a number of administrative and processing issues. It has established a supportive Assessment Group (which is composed of heavily regional representatives) to assist the RSC Secretary with determining what input should go forward as FastTrack changes or as minor issues, or if another group needs to see it first.

There is ongoing work in RDA in the Community Resources section as well, including text moved out of RDA and into this section. Now, "pseudo-element" authorized access points for the Anglo-American community for legal, music, and religious works and official communications now appear in Community Resources under Community Refinements. Community vocabularies, community refinements and string-encoding schemes will also be moved to Community Resources.

CORE has stipulated a face-to-face meeting for the next Midwinter (but not a Midwinter meeting): CC:DA is developing a proposal for the event. Details TBD

The rest of the report was on what RSC is doing., including a presentation by Thomas Brenndorfer of "RDA and Community Resources" at the EURIG Annual Meeting in May as well as numerous presentations by Kathy Glennan (and with Damian Iseminger at the Music OCLC Users Group "Ask Anything" sessions)

Fletcher and **Lybarger** commented that some of the links in the current report did not work. Guajardo will look into and update the report. [It has been updated & corrected.]

Allgood asked how requests go from catalogers to the RSC and commented that some presenters have suggested contacting NARDAC/RSC instead of CC:DA members.

Hearn commented that the process hasn't been formalized. RSC wants to be both responsive and nimble, as well as being accurate, which is difficult. CC:DA is the primary way anyone in ALA should reach out to RSC via NARDAC. NARDAC will then forward it onto RSC. Original proposals needing development should come through CC:DA.

Polutta stated that NARDAC requires that the proposal passes muster at that point, and that CC:DA will be vetting proposals.

Bourassa stated that she assumes that due to the international nature, people go to RSC but CC:DA for ALA members should be the place to go. NARDAC has given some advice on ideas/proposals in the past. People may say to contact your representative since it's easier than elucidating each group/institution, etc.

Allgood stated that he presumes that proposals that are not fully fleshed out, that NARDAC suggests that the proposal should come to CC:DA first.

Tamares also commented through the virtual chat that Linda Barnhart's announcement about the proposals for review was in the Rules email list but hadn't seen any other emails from CC:DA.

Hearn mentioned it was a work in progress. RSC would like to make a determination on proposals but they can become complicated and need more work.

1542. Report of the MAC Representative [[Report of the MAC Liaison](#)]

Myers reported that Matthew Wise has stepped down after serving for 8 years and MAC is now chaired by Cate Gerhart. Proposals and discussion papers were mentioned, including [2021-16](#), which would provide a mechanism for recording the original binding technique of a published or unpublished resource, specifically, it would define \$1 (el) of field 340 for recording this information. The definition in MARC has been expanded to support other vocabularies & thesauri.

[2021-DP10](#) on recording data provenance came back to MAC again with a narrower range and expanded details of solutions.

[2021-DP12](#) concerns the new RDA entity, "representative expression", of particular interest to the descriptive cataloging community. Its solution coalesced into indicators in existing authority fields as well as a prospective new 387 field in authority records. There were other specialized discussion papers.

Allgood commented about the speed of minutes, which tend to come out before the next meeting historically, and also spread thanks to Myers for

1543. Report from the PCC liaison [[PCC Report for CC:DA at Virtual ALA Annual, July 2021](#)]

Allgood reported highlights of his report below, but more granularity can be found in the written report. With the launch of the new RDA Toolkit, colleagues from the PCC Secretariat will be presenting on navigating the forthcoming documentation: the updated LC-PCC policy statements (LC-PCC-PSs) and the new Metadata Guidance Documents (MGDs). The PCC Strategic Directions document has been revised and posted. The revision incorporates the new strategic direction to incorporate Diversity, Equity, and Inclusion (DEI) principles into every aspect of PCC operations. There are numerous active working groups as outlined in the written report. The current PCC chair is Melanie Wacker.

The Standing Committee on Applications, chaired by Lucas Mak, has the following updates:

- Completed a revision to the MARC21 Authority-Wikidata mappings based on comments received
- Has in-progress a mapping between BIBFRAME and Wikidata

The Standing Committee on Standards, co-chaired by Elizabeth Miraglia and Ed Jones, has the following updates:

- Working on updates to the DCM Z1 to include guidelines for 385 and 386 fields;
- Finalized a task group charge to develop a non-RDA entity vocabulary for use in authority field 075 of PCC authority records;
- Began discussing a proposal to allow the use of \$i in instances of field 370 in authority records;
- After a request from Stephen Kharfen (U.S. Government Printing Office (GPO), SCS is considering how best to align BIBCO & CONSER descriptive practices regarding the use of surrogates for descriptive cataloging.

The Standing Committee on Training, chaired by : Beth Picknally Camden, has the following updates:

- Completed a Spanish version of the IFLA Library Reference Model (LRM) training modules, available on the Catalogers Learning Workshop (CLW) [[link](#)].

The Sinopia Training Task Group has completed work on 9 modules for PCC catalogers to become comfortable using Sinopia. Training was revised to demonstrate the latest version of Sinopia. Training was shared with the community through the Sinopia and PCC discussion lists, and is also available on the Catalogers Learning Workshop (CLW) [[link](#)]

Modules available at: <https://www.loc.gov/catworkshop/Sinopia-Training/index.html>

SCT RDA 3R Training Task Group for Monographs update:

- The Task's group charge is to develop a training curriculum for PCC participants to catalog monographs using the revised RDA Toolkit, LC-PCC Application Profile, LC-PCC Policy Statements, and LC-PCC Workflow Documents. The Task Group has been developing training to catalog print and electronic monographs using the new RDA Toolkit. Other specialist communities (Serials, AudioVisual, etc) will come out with their own specialized workflows and training documentation.

The Authority Outreach Task Group update:

- Drafted text for a document to be hosted on the PCC website. The document will discuss the goals of authority work and the need for disambiguation of entities. The potential audience for this document is the general public, but primarily authors and other content providers who will be referred to this page by PCC catalogers, authority librarians, etc. This is so that requests for information on authorized headings are not considered spam or identity theft.

1544. Report from the Library of Congress Representative [[Report from the Library of Congress Representative](#)]

Polutta reported that LC has been working on a variety of work, some already mentioned, including:

- Conventional collective titles – A change in policy for the cataloging of partial compilations of literary and artistic works by one agent will not have to use conventional collective titles. This was approved for implementation at LC on April 21, 2021. This does not cover works by one agent that were created before 1501. The revised LC-PCC

PS for the Alternative in RDA 6.2.2.10.3 has been posted to the ABA website under Interim Policy Update #2 [\[link\]](#)

- Official RDA Toolkit: Policy statements have been put into Toolkit and gone over one full review. The metadata guidance documents are being written, with combined LC & PCC numbers, with a future goal to link from the Toolkit policy statements to relevant metadata guidance documents. The policy statements are under continuous review during this time, with ongoing updates as needed. The Community Resources area has not been fully completed. Policy statements have to be created from scratch, like entry elements for different access points, the definite and indefinite articles for various languages. The completion goal is the October update.

Additional details highlighted from the written report:

- Revised Romanization process has been implemented with several emails already.
- The Literary author project has continued. The Subject Analysis Committee (SAC) working with several internal LC catalogers continue to propose classification numbers to the schedules. Since the 2021 Midwinter Meeting, the project has added 1,548 literary author numbers to the schedules. Since the beginning of the project, more than 5,590 numbers have been added in the ranges PS3501-3549 (American authors writing in English, 1900-1960) and PR6001-6049 (English authors, 1900-1960).
- Multiple subdivisions project has continued apace, and work is almost done with those relating to religious aspects and topics, the largest grouping of those subdivisions. The project is likely to finish this year.
- The LCGFT Manual is now official on the ABA website, which can be implemented and taught. The GFTM is available as free PDF form on the ABA website at <https://www.loc.gov/aba/publications/FreeLCGFT/freelcgft.html/>. It is unknown when the training material can be created.
- Subject headings for childrens and YA (CYAC) have been fully recorded in Classification Web. Previously, if these headings matched existing LCSH, the CYAC authority records weren't added. Now these paper documents have been converted to spreadsheets and then into Classification Web, hopefully with batch processing, with a goal completion within the next year, although they are also reexamining the subject headings to make sure they are appropriate.

Hearn commented that the juvenile SHs are coming in and playing havoc with their Alma system but the work is still good to do. **Hearn** also asked if there is work on Application profiles in RDA, with LC's move to BIBFRAME?

Polutta reported that this on the to-do list for the documentation project but LC hasn't created anything official. All of the core policy statements are in essence a more detailed version of what the application profile will say, so it wouldn't be completely new. The first attempt will be a basic application profile to recreate what is in the BIBCO and CONSER records to codify the information to judge how to implement them in BIBFRAME and Sinopia eventually. While the goal is to unify the application profiles, prioritizing that work over other more immediate work has been difficult.

Grant stated in the virtual chat that the University of Washington is taking on some of that work independently and trying to find other interested parties to be involved, but are not sure how to scale this up in the context of PCC, or other organizations.

Allgood also highlighted that the PCC Working Group has been charged to work on Metadata Application Profiles [\[link\]](#) and that one of their first tasks is to work on BIBCO and CONSER standard records.

1545. Discussion of 2022 Midwinter Schedule

The **Chair** wanted to ask about the next meeting which will be around the LibLearnX in late January. In previous CC:DA discussions, the committee had discussed/decided that CC:DA would meet about 2 weeks after traditional Midwinter. The **Chair** also asked how to assure we have a smooth transition after the next non-traditional Midwinter meeting. The **Chair** will work to schedule the meeting far in advance and reminded members to use the ALA Connect, and My Connect and community notifications & email settings.

Maes commented in favor of scheduling as far in advance as possible and has been able to use ALA Connect for posts about the committee.

1546. Work and plans for CC:DA:

The **Chair** commented that we have some current task forces and will send out a formal call for volunteers on the Virtual Participation Task Force to work on the CC:DA ALA Connect issues.

Solares noted appreciation that we have changed the charge for the Virtual Participation taskforce and, though there has been discussion about work stalling in a virtual format, is excited that we are also looking at the additional options for a virtual format.

The **Chair** asked to relook at the RDA Toolkit Training Investigation Task Force, which was tasked with looking at resources for American libraries to train for the RDA Toolkit. Right now people are relying on the RDA Lab series which is available but may not be affordable. Should the task force have more members or should it disband? The **Chair** is looking for feedback.

Myers suggests asking the Task Force members. Despite the formal publication of “RDA 2.0” [that is, the new Official RDA Toolkit] and knowing that there is a spate of training opportunities from RSC and PCC with content, there are also policy statements in development, and RDA/LRM in development. RSC is looking to be nimble and a committee Task Force may not be nimble enough to be take on the number of training opportunities available. Only the Chair needs to be a member of the committee but Task Force members can be drawn from the wider cataloging community. He also noted that when he first came on the committee, the then-Chair [of CC:DA?] was also chairing three Task Forces simultaneously because there was no else else to chair them.

The **Chair** will go back to the Task Force members to discuss.

Myers reported that the Procedures Review Task Force has also been plagued by both the pandemic and CORE restructuring, as well as RSC changes. The Task Force has not had a meeting in a while. They were working on the second document on representation on CC:DA and will poll the task force members on finishing it. Next is the procedures/workflow document for RSC proposals, although the underlying dynamics are also shifting which creates challenges.

The **Chair** called for suggestions for task forces or new directions at this point.

Ros suggested that, to help current membership and for planning for new members when scheduling meetings, if the committee could come up with a standing, regular time frame for the “Midwinter” virtual meetings, with the example set as the second meeting after Annual, than planning and scheduling will be easier and better on Chair and members.

Also, in regards to the comments on the RDA Toolkit Training Investigation Task Force, **Ros** echoed everything Myers said, and suggested putting that Task Force put itself on hold until there is more stability and more policy statements from LC or other institutions. CC:DA is representative of the larger community instead of just a section or part like PCC.

The **Chair** agreed with the comments and noted that the RDA Toolkit Training Investigation Task Force will discuss the option of hiatus or putting out a small report to the committee for review.

1547. Work and plans for CC:DA

No other work or plans were brought forth.

1548. Other new business; reports from the floor; announcement of next meeting, and adjournment

Fletcher reported on the ALA-LC Transliteration Review Board process. Three new revisions are in progress: Armenian, Macedonian, and Japanese. The link to the Revised Procedural Guidelines for Proposed New or Revised Romanization Tables is available at https://www.loc.gov/catdir/cpsol/romguid_2010.html. Maxwell and Fletcher are rotating CC:DA members, and there may be CCAAM members as well. The board members coordinating leading new revision tables, and there will also be a period of public comment. If Maxwell and Fletcher cycle off, there may be new members selected to be on the board.

Ros asked if the Review Board has staggered terms for continuity?

Fletcher replied that he is not sure if the length of terms have been worked out yet, but will ask if that topic has been brought up. Maxwell was not sure either.

The **Chair** thanked all participants for attending, and moved to adjourn.

Solares moved, **Lybarger** seconded, and the motion passed unanimously.

The **Chair** reported that the next meeting will be within two weeks of the LibLearnX event in January.

The **Chair** adjourned the meeting at 3:46 p.m. CST.

Respectfully submitted,
Tina Marie Maes, Voting member (& past intern)