

Association for Library Collections & Technical Services
(A division of the American Library Association)
Cataloging and Metadata Management Section
Committee on Cataloging: Description and Access

**Minutes of the
2020 Summer Virtual Meeting
July 9, 13 and 15, 2020
Draft**

Members present:

Amanda L. Ros, Chair [Present] [Present] [Present]
Daniel Jergovic [Present] [Present] [Present]
Teresa M. Keenan [Present] [Present] [Present]
Tim Kiser [Present] [Present]
Kathryn Lybarger [Present] [Present] [Present]
Calli Neumann [Present] [Present] [Present]
Nancy Mitchell Poehlmann [Present] [Present] [Present]
Emily Thaisrivongs [Present] [Present] [Present]
Glen Wiley [Present] [Present] [Present]
Tina Marie Maes, Intern [Present] [Present] [Present]
Richard Guajardo, Webmaster [Present] [Present] [Present]
Kumiko Reichart [Present]

Ex-officio representatives present:

Dominique Bourassa, NARDAC [Present] [Present] [Present]
Stephen Hearn, NARDAC [Present] [Present] [Present]
Melanie Polutta, LC [Present]
Nathan Putnam, OCLC [Present] [Present] [Present]

ALA Liaisons present:

Felicity Dykas, ALA/ACRL
Peter V. Fletcher, ALCTS/CRS [Present] [Present]
Robert Maxwell, ALCTS/CaMMS/SAC [Present] [Present]

Timothy Ryan Mendenhall, ALCTS/MIG [Present] [Present] [Present]

Honor Moody, ALA/ACRL/RBMS [Present] [Present] [Present]

Andrea Morrison, ALA/GODORT [Present] [Present] [Present]

Richard Hasenyager, Jr., ALCTS/CaMMS/CCM

Jia Xu, ALCTS/CaMMS/CC:AAM [Present] [Present] [Present]

Min Zhang, ALA/MAGIRT [Present] [Present] [Present]

Non-ALA Liaisons present:

Everett Allgood, PCC [Present] [Present] [Present]

Thomas M. Dousa, CLA [Present] [Present] [Present]

Leoma Dunn, SLA

Keith Knop, MusLA [Present] [Present] [Present]

Heidi G. Lerner, AJL

Kelley McGrath, OLAC [Present] [Present] [Present]

John Myers, [CC:DA liaison to] MAC [Present] [Present] [Present]

Diane Napert, ARSC [Present]

Jahala Simuel MedLA [Present]

Karen Stafford, ARLIS/NA [Present] [Present] [Present]

Ryan Tamares, AALL [Present] [Present] [Present]

Jay Weitz, IFLA Cataloging Section Liaison [Present] [Present] [Present]

Donna Wells, ATLA [Present] [Present]

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. 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

AP = Application profile

ARLIS/NA = Art Libraries Society of North America

ARSC = Association for Recorded Sound Collections

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

CRS = ALCTS/Continuing Resources Section

CSM = Classification and Shelflisting Manual

CSR = CONSER Standard Record

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
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 = 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
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

Thursday, July 9

3:00–5:00 p.m. Eastern/2:00–4:00 p.m. Central/12:00–2:00 p.m. Pacific

Online

1490. Welcome and opening remarks: Chair

Amanda Ros, **Chair**, called the meeting to order at 3:02 pm, and welcomed voting members, liaisons, representatives, and audience members.

Noted that this was the first CC:DA virtual meeting in history. A hybrid (physical and virtual) meeting had been planned for Midwinter 2021; however, CC:DA proposes and history disposes: the COVID-19 pandemic has necessitated an all-virtual meeting now.

Thanked and introduced Eric Pennington (TAMU) and Tina Marie Maes (CC:DA) intern, who will be helping out at the meeting.

1491. Meeting logistics: Guajardo

Concurred with Amanda's comments about the historicity of the first virtual meeting;
Announced the use of the Zoom polling feature for votes.

Reminded audience that the session is being recorded and that there is a live transcript; noted that the quality of the transcript is fairly high.

Reviewed the various options for interacting through the "Participants" feature (e.g., "hands up", etc.) and invited attendees to use them.

Noted that, in a virtual setting, questions might be repeated for the sake of clarity so as to ensure that everybody is agreed on the meaning of what has been said.

1492. Introduction of members, liaisons, and representatives: Group

The **Chair** invited committee members, liaisons, and representatives to initial a roster sheet and audience members to sign a separate attendance sheet.

1493. Adoption of agenda: Chair

The **Chair** asked for a change to the agenda, moving discussion of Romanization tables to 4 pm ET/3 pm CT; moving Polutta's report before break if meeting runs ahead of schedule.

The **Chair** invited a motion to adopt the agenda. **Lybarger** moved, **Keenan** seconded, and the motion passed unanimously.

1494. Approval of minutes of meeting held at 2020 Midwinter Meeting: Chair [[Minutes of the meeting held at the 2020 ALA Midwinter Meeting in Philadelphia, Pennsylvania, January 25, 2020](#)]

The **Chair** explained that a draft of the minutes had been distributed to CC:DA prior to this meeting.

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

1495. Report from the Chair [[Chair's Report on CC:DA Motions and Other Actions, January-June, 2020](#)]

The **Chair** reported on CC:DA activities since ALA Midwinter:

- Motion to authorize NARDAC representatives to share the committee's responses to three papers; approved unanimously
- Motion to approve the revised CC:DA Procedures and send them to CaMMS Chair for consideration; motion carried
- Motion to authorize our NARDAC representatives to share the committee's responses to three further papers on July 1
-

Six task forces:

- CC:DA Task Force on the "Proposal on Changing Procedural Guidelines for Proposed New or Revised Romanization Tables" [work will be discussed later today]
- CC:DA 3R Task Force
- Virtual Participation Task Force
- CC:DA Procedures Review Task Force
- CC:DA RDA Beta Toolkit Training Investigation Taskforce
- Cataloging Code of Ethics Feedback Task Force (formed at Midwinter; postponed because of the pandemic; still in process of formation.

The **Chair** invited a motion to confirm the activity of CC:DA between January and June 2020. **Lybarger** moved, **Wiley** seconded, and the motion passed unanimously.

1496. Report from the CC:DA webmaster: Guajardo

Guajardo reported the following:

- Activity on the blog has been fairly routine, fairly light
- Using Wordpress content management system.
- Last weekend (July 4-5), a glitch so that the site was not available at all; blogs off-line; messaged over the weekend and discovered that, on Monday morning, the problem was resolved; intermittent and slow access issues have resolved themselves. When the blog came back up, it had a new editor and the webmaster has been familiarizing himself with it since then.
- Spent a good deal of time to prepare for the meeting; didn't know how many people would participate; experimented a great deal with the backend features of Zoom, with the aim of keeping routine business as routine as possible.
- Encouraged participants to message if they had any questions about upcoming meetings.
- No questions were asked.

1498. Report from the Library of Congress Representative: Polutta [[Library of Congress Report](#)]

Polutta discussed highlights from her report posted on the CC:DA website. A fuller report is available at <https://www.loc.gov/ala>

The report includes information about the following:

- Discussed impact of the pandemic; all of the LoC that is able to work remotely, is currently working remotely; have started the process of reopening the Library; currently about 5% of staff are working onsite with emphasis on those whose work requires ; Phase 1, Part II will begin on July 20: more staff will come on site; local conditions are being monitored; no firm dates for final phase of opening; Overall the Library has raised to the challenge.
- Staff changes: Carl Davis Lopez retired at the end of June; Caroline Sicucci is acting chief; Vivet Natkarny is serving as head of overseer
- New Section heads: Policy, Training, and Cooperative : Clara Yao; Hien Nguyen
- Leslie Hawkins retired on Feb 3, 2020.
- Documentary changes in Z1 handbook: once listed in the document are those that have been updated; all were published in the January or April 2020 update.

- LC Policy Statements project is going strong; converting Policy statements from current toolkit to Beta toolkit. currently mapping statements to new positions and rewriting them to conform to the new toolkit. Next phase is to identify gaps; ; enabling of markup in the RDA toolkit -- using DITA markup standard and using best practices. Test policy statements can be found in certain sectors of the current Beta Toolkit; British Library included similar test policy statements.
- Decision to use commonly identified titles for poetry collections of single agents has been officially adopted; streamlined work and reduced need for authority work.
- BIBFRAME-to-MARC and vice versa conversion specs have been the object of intense work; URLs in the document give more information about specifications: one gives downloadable specs for such conversions
- Subject cataloging: LCSH online training has been fully completed and the LC Classification online training has likewise been completed and mounted on the LC's Website. Training includes lectures and training exercises.
- Call for questions:
- Andrea Morrison: change in policy for poetry compilations is making life easier; IU is using classification training; thanks LC on both scores.

--- A twenty-minute break was held from ca. 3:45 ET/2:45 CT to 4:05 ET/3:05 CT --

1497. Report from CC:DA Task Force to review the Proposal on Changing Procedural Guidelines for Proposed New or Revised Romanization Tables: Fletcher [[Report: CCDA Task Force to review the Proposal on Changing Procedural Guidelines for Proposed New or Revised Romanization Tables](#)]

Fletcher reported the following:

- Suggestions for improvements. Two main points:
- LC revision document didn't address current procedures that LC already has. This information is on the website and could be included into the LC's document.
- Role of CC:DA and CC:AAM -- CC:AAM will vote on Romanization tables for their languages; historically that has been the case. CC:DA and CC:AAM have historically been distinct bodies on voting w.r.t. New Romanization bodies.
- Chairs should be informed of Romanization table proposals. In the case of languages not covered by CC:AAM, the revision first goes to the relevant language body (e.g., Slavic)

and then goes to the CC:DA for vote. Strictly speaking, however, CC:DA does not deal include languages within its remit.

- Jessalyn (LC) explained that the new LC guidelines were not created to change review process; the process of reviewing the process of changing/creating Romanization tables had gone on hiatus because of shortages in staff; the new guidelines are intended to be a revitalization, not a wholesale alteration, of current procedures.
- Susan Morris (LC) concurred with Jessalyn's depiction of the situation; thought that this is the best way that the entire community can participate, while respecting a very straitened staffing situation at the LoC.
- Peter Fletcher: took from this report that the new procedures will be added to the old procedures.
- Jessalyn confirmed that the new procedures will include old procedures
- Peter Fletcher: Robert Rendell had noted that the CC:AAM will vote on proposals for the languages that it covers (e.g., African, Asian); other languages went through specialist groups (e.g., the Slavic Cataloging and Metadata Committee of ACRL for slavic languages) and then were submitted to CC:DA.
- Jessalyn (LC) said that LC will include these specialist groups (e.g., Slavic Cataloging and Metadata Committee) in the LC's updated guidelines.
- Jessalyn (LC) recounted issues raised at last CC:AAM meeting:

-- Who constitutes the review board? The delineation of the members of the board was unclear.

-- Consensus that it would be good to combine recommendations from the two task force reports (CC:DC and CC:AAM): this would yield a single final product.

- Peter Fletcher: What is the nature of the review board? Will there be permanent members? This has not been fleshed out yet.
- Peter: suggests that he speak with a representative of the CC:AAM to discuss alignment in recommendations.
- Jessalyn (LC): LC's ideas about review board constitution: could have a review board that serves at a higher level and oversees Romanization approval process, assuring that the process is followed technically and in terms of deadlines. Under the review board

might be an *ad hoc* committee that reviews proposals concretely, with specialists on the languages in question.

- Peter Fletcher: had thought that a joint CC:DA-CC:AAM report was to be issued but this has not materialized. Agreed that a high-level review board for Romanization table generation would be good.
- Amanda said that next steps will be discussed at next Wednesday's session.
- Peter Fletcher: asked if anybody wanted to make any comments.
- Jessalyn (LC) asked about the role of CC:DA in working with LC and CC:AAM on future Romanization proposals.

Having covered the planned agenda for the day, the Chair adjourned the meeting at 4:37 ET/ 3:37 pm CT until Monday at 2:00 ET/1:00 CT.

Monday, July 13

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

1499. Welcome and opening remarks: Chair

Amanda Ros, **Chair**, called the meeting to order at 1:01 pm CST, and welcomed voting members, liaisons, representatives, and audience members.

1500. Continuation of any discussion from previous meeting: Chair

[No discussion of any issues from previous meeting]

1501. Report of the ALA Representatives to the North American RDA Committee: Hearn and Bourassa [[Report on NARDAC and RDA-Related Activities, January-June 2020](#)]

Stephen Hearn reported on NARDAC activities since ALA Midwinter:

- NARDAC representatives are Dominique Bourassa and Stephen Hearn ; Damian Iseminger and Melanie Polutta; Thomas Brennsdorfer and Ke Bou Tran Phan (Canada).
- Met monthly since January, with special meeting on April
- Facilitated conversation between RSC and PCC on Conformance.
- Did usual reporting at least conventions in Philadelphia
- Committee has been working on the user-friendly labels project
- Worked with ARLIS on “exhibition curator” element (came up a couple of CC:DAs ago; now brought forward for discussion; hope that this goes to RC in October
- RSC project: move string encoding schemes out of RDA into community spaces
- Thomas Brennsdorfer has been working on pseudo-elements
- Worked with LC-PCC task group on diacronic works as part of work on policy statements. Two concerns: finding a place for ISSN in series/subseries statements; and place of note on issues in manifestation.
- Considered shift to CORE: term of reference document does not need any updates to be compatible with the new organization
- Did pre-conference workshop in Philadelphia; chaired RDA form in January, with
- Thomas Brennsdorfer & Dominique Bourassa both presented on RDA.
- Dominique presented on user-friendly labels at OpCo
- Melanie and Paul Frank presented on LC-PCC policy statements at OpCo
- Stephen co-chaired a committee (with Manon Theroux) on data provenance

Dominique Bourassa reported on RSC activities since ALA Midwinter:

- RSC membership: Honor Moody began 2-year term as Examples editor on January; Gordon Dunsire’s term will end on 31 December; Damian from LC will replace him
- Efforts made to continue to develop the African, Caribbean, and Latin-American regions. Latin-American group (ALYC) will form next.
- Three main goals: form responsive/dynamic Toolkit
- Three asynchronous meetings (January, April, July). At January, discussion of string encoding schemes; content element and implementation scenarios; fast-track recommendations and changes; April meeting: application profile working group presented, as well as NARDAC report on user-friendly element labels; element labels are based on unconstrained set but are not meant to replace formal RDA elements. Currently

testing user-friendly element labels in RIMMF; will not be element reference box; but could be in community vocabularies.

- Gathered feedback on all publicly discussed proposal papers.
- Next in-person meeting was to be in October in Jerusalem; the RSC will take place as a two-week meeting in asynchronous and synchronous format in late September-early October
- RDA project: in its last phase; switchover date remains December 15. Time to get used to learning about the new Toolkit; current tasks: editing; stabilizing RDA registry; begin publication of policy statements and translations.
- New editor/representative at ALA: Ramon Robinson
- Improvements: search at bottom of element pages; relocation of instructions for string encoding schemes/accessed points; new element for color; and improvements in shortcut elements
- RSC did a lot of outreach: preconference workshop; RDA Forum; RDA Linked Data forum
- New Concepts webinar series repeated in February and March.
- New *free* videos about new Beta Toolkit available on the RDA Youtube series
- RDA lab series, by Kate James, is running now through Dec 8, 2020.
- NARDAC forum will probably take place in August; will have 4-6 presentations.

No questions for either speaker.

1502. Report on the CC:DA 3R Task Group, including discussion of revised proposal to add the RDA element curator agent of work: Stafford and Maxwell [[Proposal to add the elements “curator agent of work” and “curator agent of work of” to RDA](#)]

Bob Maxwell reported the following activities since ALA Midwinter:

- Created to 3R project; remained in place as sounding board for NARDAC to talk through proposed changes to RDA.
- Main project in last 6 months was the Curator proposal, originally submitted by ARLIS.

Karen Stafford

Spoke on proposal to introduce element sets “Curator agent of work” and “curator agent of work of”

Four possible treatments:

1. Shortcut between an agent and an exhibition corporate body.
2. Shortcut between an agent and an item
3. Shortcut between agent and a manifestation
4. Shortcut between an agent and an exhibition as an aggregating work. ** Preferred by ARLIS.

Proposal group asked to lay out its thinking process in the proposal, which was created in part to serve as a model for future proposals.

Question about shortcuts:

A shortcut is a way to elide over entities that are not of interest for the purposes of description:
e.g.,

(1) Manifestation to (2) Expression and (2) Expression to (3) Work

→

(1) Manifestation to (3) Work

i.e., a shortcut cuts out the “middle” entity in a series of entities concatenated.

It would be ideal to have a single preferred option; but it helps to show variant options.

Goal: people should read the proposal; make comments; and in a few weeks vote whether to send to NARDAC and will then send it RSC: goal is to have it discussed at its October meeting.

** Question from PCC liaison: the role of the curator is integral in constitution for the exhibition; can be assimilated to an “editor” role; curator agent would be best associated with a “high-level” WEMI element (such as Work).

Response:

An item in RDA is not simply a single physical piece: if an exhibition is an aggregate of things, then the one item could be the one exhibition. On the other hand, some aspects of exhibition seem to fit at manifestation level. Or “curator” could be an “aggregator” of aggregated works into a single “work” (exhibition). Much depends on what “work” (exhibition catalog or

exhibition itself) is being described. The goal is to create a mechanism of linking curators to exhibition catalogs without changing definitions of other entities.

-- proposal from PCC liaison as an intellectual exercise: compare individual stagings/performances to exhibitions as events.

-- Comment from Gov Docs liaison:

Considers this to be a very important proposal.

1503. Report of the MAC Representative: Myers [[Report of the MAC Liaison](#)]

Myers reported the following:

- 15 papers submitted; 5 proposals and 10 discussion papers.
- 9 dealt with RDA elements (manifestation statement; extension plan; discussion paper: mode of issuance w.r.t. Diachronic works; proposal on illustrative content; discussion paper on sound content; discussion of binding of manifestation and expression dates; expansion of periodical code in leader into specific subcategories)
- Papers passed, few with minor amendments; discussion papers will most likely come back as proposals in the future.
- Pushback from practitioners w.r.t. strictures caused by limitations of RDA model.

Question:

Idea how MARC will deal with representative expressions? Not addressed in this cycle's series of papers but expect to see future papers addressing this issue.

1504. Report of the PCC liaison: Allgood [[PCC Report for CC:DA at ALA Annual Virtual Meeting, June 2020](#)]

Allgood discussed highlights from his report posted on the CC:DA website. A fuller report is available from the PCC web page at <https://www.loc.gov/aba/pcc/>

The report includes information about the following:

- Two new taskgroups for LD4P (PCC groups on expansion of cataloging for Sinopia; PCC application profiles)
- August 18, there will be a PCC meeting (August).
- Lukas Mak, Standing committee on Applications;

Pilot mapping within Appendix I relationship indicators and Beta Toolki

Standing Committee on Standards

- dealing with policies for diachronic works
- treatment of non-human personages and pseudonyms.
- Task group: is considering using ISO-639-3 instead of current MARC list, which is much more restricted.

Standing Committee on Training

- FAST Training formed
- NACO Training has formed a draft revision of the
- RDA 3R Training task group has finalized charge and will be taking members.
- Sinopia Training Task Group (has completed first half of modules, currently under review; currently working on second half of modules)

PCC-in-URIs pilot project

- * In spite of COVID-19 lockdown, maybe 25% of the group is where they hoped to be when they began

Question from Stephen Hearn

: How to reconcile RDA, BIBFRAME, and MARC within an environment of plurality: will we end up with “hybrid” standards?

Answer: suggestion that RSC’s treatment of string encoding schemes (i.e., putting them into “community” locations) an effort to allow for plurality within a common, very broad international content standard.

Comment from Stephen:

For PCC, important to create refinements of RDA elements that will “dumb up” appropriately but allow to say us things that cannot be said within RDA.

Comment from Everett:

Assimilation of RDA to a tree: RDA is the trunk that leads to different branches (variants): may be broadly described as RDA descriptions but the application of how that description is built may differ in particulars.

Comment from Kathy:

RSC will only develop content in RDA. Administrative metadata and subject cataloging standards fall outside of its scope. RDA will serve as an anchor, with communities forming variations. They will be RDA descriptions provided that they are compatible. If we can assert data provenance at a statement (i.e., field) level, we will be able to assess compatibility ; still a sense that RDA is very prescriptive though it is, in principle, very flexible.

Session adjourned at 2:39 PM CT/3:39 PM ET.

Wednesday, July 15

1:00–3:00 p.m. Eastern/12:00–2:00 p.m. Central/10:00a.m.–12:00 p.m. Pacific

Online

1505. Welcome and opening remarks: Chair

Amanda Ros, **Chair**, called the meeting to order at 12:00 pm CT, and welcomed voting members, liaisons, representatives, and audience members.

1506. Continuation of any discussion from previous meeting: Chair

1507. Work and plans for CC:DA: Chair

First point of discussion -- Survey about CC:DA functions under CORE

- Do we need to update charges or not?
- Amanda believes that we may consider updating but wants to hear from others.

Are we reaching the audience that we want to or is there anybody else whom we should be reaching out to (e.g., Lita/Llama?)

John Myers -- incorporating of Lita Llama into Core represents new opportunities but those opportunities will arise organically from an expanded field of colleagues; we don't need to articulate anything specific apart from communicating to Core leadership that we look forward to working with these new colleagues. Considers the charge to be pretty solid, apart from changing language to reflect new organizational realities.

Timothy Ryan Mendenhall notes, in the chat, that in LITA, there is a Metadata Standards Committee that could be a potential partner. Heather McIntosh asks if that committee will be combined with the same one in ALCTS.

Amanda notes that the LITA Metadata Standards Committee is already a joint committee with ALCTS; three committees (LITA, ALCTS, LLAMA) already amalgamated.

Are there additional resources that we need?

John Myers: whoever the successor to CAMMS is, will be in a position to assessing the continuity for liaison positions within existing CAMMS committees and ALCTS interest groups and sections will be. There will need to be some work done on the part of the hierarchy within CORE to address the representation in CC:DA

There will be six sections in CORE: Access and Equity; Leadership; Metadata and Collections; Operations and Buildings; Technology.

Dominique notes that, if there are new committees in CORE, they are welcome to join CC:DA if their work intersects with the interests of CC:DA.

Does our group need to continue?

Amanda: at this point, there is no imperative to merge with any other committee or interest group in LITA or LLAMA that we would merge with. Notes that this was entered in the survey as one of the options.

Glen Wiley: This is an agenda item for the future; we can't foresee how CORE recombinations will occur; we have to wait until CORE begins operating.

John Myers: with regard to structure of representation, the only other ALA Division is ACRL; but there is no representation from LITA or LLAMA. If there were already, then it would be an indication of potential synergy for the future; however, since there is not, this suggests that such synergies currently do not exist and that we thus serve a distinct need and function.

- New Discussion about Task Forces.

-- Cataloging ethics Task Force has not formed membership yet because of disruptions to schedule caused by pandemic. The document presented at June 10 -- will be reaching out to those who initially volunteered to see if they are available and interested. If anybody is interested, then they should contact Amanda in the next couple of weeks.

-- Procedures Task Force. (John Myers)

- Procedures Task Force finished a Procedures document.
 - Working document with representation on committee; today's discussion is very timely around the charge. We should change references to existing constituencies as examples; these will need to be reconsidered.
 - Other documents: one deals with International Cataloging Standards and a Submission document. The curator agent of Work proposal's progress through NARDAC to RSC will provide valuable empirical pointers to how submissions are to be structured.
- The 3R Task Force
- has not been very active; has completed its initial assignment of ; has served as a sounding board for NARDAC representatives.
- Virtual Participation Task Force
- had worked out a lot of the logistics for virtual participation; need a logistics team
 - could be a task force -- with perhaps an additional intern to take some of the workload from the chair. This may be subject to change if CORE issues new guidelines or if the ALA decides to go with new meeting software. Current Zoom account (through TAMU) allowed a great deal of customization for our group's needs; there could be less flexibility if, for example, an account had to be configured through ALA; taskforce should be continued with chair, webmaster and two or three interns until there is greater certainty how ALA will hold virtual meetings in future.
 - Amanda: current flexibility may not be
 - Dominique: meeting planning through individual institution was effective for this iteration, but current arrangement might not be sustainable in future; argument for going through a single system (ALA, etc.)
 - John Myers: with intern, there would be ; with regard to platforms, ALCTS events were done on Zoom and Zoom 2.0; a number of challenges in the GoTo function; was a more challenging experience than here; when audio/visual recordings and transcriptions are made, these go into cloud storage and there are size limits for storage space. Need to figure out the archival arrangements for recordings.
 - Amanda notes: last year, DropBox reached full capacity. Need to consider this in future: cloud recordings are not accessible unless downloaded. Suggests that once minutes are approved for a meeting, files could be deleted.

- Timothy Mendenhall:
Suggests including storage to list of additional resources in survey (supported by John Myers)
- Dominique Bourassa: recalled that ALA has stored materials for CC:DA in the past; could look into this for the future.

Amanda thanked the Virtual Participation Taskforce for its endeavors in setting up an all-virtual meeting under emergency conditions.

RDA Toolkit Training opportunities (Glen Wiley).

- Timeline slowed because of pandemic
- More opportunities (some expensive, some free) for RDA training.
- Asks whether we should do an environmental scan of available resources and have the group report out: would like feedback whether the group should continue.

John: would advocate for the continuation of the Workforce's efforts: big challenge is that RDA is somewhat stabilized but still very much a moving target.

Amanda: would also like to see the taskforce continue.

Romanization Taskforce

Question from Amanda: Are there any Task Forces that require official disbanding (so as to preclude the existence of "zombie taskforces" with no charge to fulfil.

1508. Other new business; reports from the floor; announcement of next meeting, and adjournment: Chair

The next meeting will be held in ..., on the following dates:

DATE

DATE

The **Chair** adjourned the meeting at **TIME**.

Respectfully submitted,
Tina Marie Maes, Intern
Kumiko Reichert, Intern