Association for Library Collections & Technical Services
(A division of the American Library Association)
Cataloging and Classification Section

Committee on Cataloging: Description and Access

Chair's Report on CC:DA Motions and Other Actions
January 24–May 31, 2006

I.   The following is a record of motions made and votes taken between January 24 and May 31:

A. *5JSC/RDA/Part I* and *5JCS/RDA/Part I/ALA response* [**RDA: Resource Description and Access Part I - Constituency Review of December 2005 Draft; March 20, 2006**]: 6 votes yes, 0 votes no; the motion passed. The motion was to authorize an ALA response to *5JSC/RDA/Part I*, based on the general comments written by the ALA Representative to the JSC, comments by CC:DA collected in the Confluence database, comments collected via the RDA form that was available on the ALCTS Website, and discussion by CC:DA.

B. *5JSC/ACOC/1* and *5JSC/ACOC/1/ALA response* [**Persistent identifiers and URLs; March 23, 2006**]: 6 votes yes, 0 votes no; the motion passed. The motion was to authorize an ALA response to *5JSC/ACOC/1* based on comments by CC:DA collected in the Confluence database, and discussion by CC:DA, including support for two proposals in the LC response to *5JSC/ACOC/1*.

C. *5JSC/LC/5* and *5JSC/LC/5/ALA response* [**RDA Part Internationalization, March 24, 2006**]: 5 votes yes, 0 votes no; the motion passed. The motion was to authorize an ALA response to *5JSC/LC/5*, based on comments as collected in the account- and password-protected Confluence Web site, and discussion by CC:DA.

D. *5JSC/LC/6* and *5JSC/LC/6/ALA response* [**Family names; March 27, 2006**]: 5 votes yes, 0 votes no; the motion passed. The motion was to approve an ALA response to *5JSC/LC/6* based on the draft document distributed by the ALA Representative to JSC and the CC:DA discussion on the motion.

E. *5JSC/Chair/6/Chair follow-up* and *5JSC/Chair/6/Chair follow-up* [**GMD/SMD Working Group: Proposal for content and carrier terms in RDA; March 28, 2006**]: 5 votes yes, 0 votes no; the motion passed. The motion was to authorize an ALA response to *5JSC/Chair/6/Chair follow-up*, based on comments by CC:DA collected in the Confluence database, and discussion by CC:DA.

F. *CC:DA/TF/Technical Description of Digital Media/4* and *5JSC/ALA/2* **[Revision proposals relating to technical description of digital media; Rule revision proposals relating to technical description of digital media; March 29, 2006]:** 5 votes yes, 0 votes no; the motion passed. The motion was that the ALA Representative to JSC transmit to JSC the report to CC:DA from the Task Force on Rules for Technical Description of Digital Media, containing rule revision proposals for Chapter 3 of RDA.

G. *CCDA/TF/ISBD(A)/1* and *CC:DA/TF/ISBD(A)/2* **[Charge and roster of Task Force on the Review ISBD(A); April 6, 2006]:** 6 votes yes, 0 votes no; the motion passed. The motion was to form a task force to review ISBD(A).

II. Other actions during this time period:

A. **Draft of Part I of RDA; related JSC documents:** From January through late March, CC:DA was very active in working on the draft of Part I of RDA at the Confluence Web site. CC:DA members and members of cataloging groups with representatives on CC:DA made comments on Confluence mid-February; CC:DA members then had until late March to read over comments on the draft Chapter 3 and the report of JSC's GMD/SMD Working Group, until March 3 to enter comments on *5JSC/LC/5* and *5JSC/ACOC/1*, and until March 10 to enter comments on *5JSC/LC/6*. The draft of part I was available to all over the JSC Website, so ALCTS had on its Webpage a form for responses (intended for use by non-CC:DA members in the United States) that any person interested in commenting on the document could fill out. These responses were sent via email to the chair of CC:DA and to John Myers, the remaining intern (Patricia Thurston had resigned in December 2005 due to illness in her family and the position was not filled until spring of 2006). From mid-February through approximately the second week of March, Jennifer Bowen, John Attig, the chair, and the intern worked together, with the intern doing most of the compiling of the Confluence comments. Following the closing day for comments on the form on the ALCTS website, John Myers compiled those comments into a separate Confluence Webpage so that all CC:DA members could read these comments. Beginning in late February, Jennifer led discussions on the CC:DA listserv on major issues (e.g., 2.2-Sources of information; etc.) where she needed to know CC:DA's stand. Jennifer wrote the ALA response based upon: discussions at ALA Midwinter 2006; discussions on the CC:DA listserv; and the summaries of comments (both CC:DA and non-CC:DA) in Confluence. John Attig drafted the ALA response to Chapter 3. Jennifer's report was issued on March 20 (*5JSC/RDA/Part I/ALA response*). CC:DA members made comments on four other documents that would be discussed at the April meeting in Ottawa – *ACOC/1*, *LC/5*, *LC/6*, and *5JSC/Chair/6/Chair follow-up*; details on each are given in section I of this report. Everett Allgood drafted the ALA response to *ACOC/1*, Keiko Suzuki the ALA

response to *LC/5*, Manon Théroux the ALA response to *LC/6*, and Greta de Groat the ALA response to *Chair/6/Chair follow-up*. On May 3, Jennifer issued a brief overview CC:DA on the JSC meeting in Ottawa on April 24-28, 2006, with the most important comment for many CC:DAers being that the draft of part II was still planned for issuance in summer of 2006.

B. **CC:DA Task Force on the Technical Description of Digital Media:** This task force was formed on January 7, 2005, at the request of the JSC. The charge of the task force was to work on the rules for the technical description of digital media, on the grounds that this part of AACR2 was badly out of date and that the description of digital resources was a point of emphasis in the strategic plan for RDA. A preliminary report from the ALA task force had been presented to CC:DA in August 2005 and to JSC in September 2005 (*5JSC/ALA/1*). This report presented the results of the task force's investigation of data elements relevant to technical description in a variety of metadata standards, presented as an Appendix to the preliminary report. The task force's next report – presented to CC:DA on March 27, 2006, and to JSC soon after – was a set of rule revision proposals. The task force perceived that although there are many data elements relevant to the technical description of digital media, its report concentrated on what task force members found to be the most important elements for users in selecting a resource. The main recommendations were:

1. Formalize "File Format" as a data element within the technical description.
2. Formalize "File Size" as a data element within the technical description.
3. Apply "Duration" to digital media.
4. Move the recording of disk and tape characteristics from "Other Technical Details" to "Notes on Other Technical Details."
5. Retain "Digital Representation of Graphic Images" as a separate element.
6. Generalize the instructions for recording "System Requirements."

C. **Review of draft of ISBD(A):** The roster of the Task Force was completed on April 18, and the report was issued on April 28, 2006. General comments were that the task force commended the work of the study group for the second revision of *International Standard Bibliographic Description for Older Monographic Publications* or ISBD(A) and its emphasis on the principle of interoperability for facilitating record exchange and the Group's recognition that, "the identification of editions, and even copies, through detailed descriptions is not a purpose limited to the cataloguing of hand press publications," but, "is the overall goal of all cataloguing." The task force also noted in its general comments that the stipulations for early monographic publications should not deviate from the other ISBDs, except where absolutely necessary to describe these publications. The report then continued on with nine pages of specific comments.

D. **ALA Online Communities software:** Charles Wilt, executive director of
ALCTS, had previously identified CC:DA as one of the groups in ALCTS that is
very interested in using groupware to carry on its committee work; this would be
as a replacement for Confluence groupware, which is hosted by library systems of
the library for which the CC:DA chair works – Davidson Library, University of
California, Santa Barbara. One of CC:DA's members, Laura Smart, volunteered
to try out the software as soon as training on it was available from ALA
headquarters. The current plan is for CC:DA to start using the groupware
beginning with training in mid- or late 2006; the Confluence software being
maintained at UCSB's Davidson Library will be used as needed.