To: ALA/ALCTS/CCS Committee on Cataloging: Description and Access (CC:DA)

From: Task Force on Specialist Cataloguing Manuals

Re: Final Report of the Task Force

Introduction

The CC:DA Task Force on Specialist Cataloguing Manuals was formed after the ALA Annual Meeting in 2007. Members include:

Elizabeth Lilker (New York University)
Elizabeth Mangan (Library of Congress, retired)
Mark Scharff (Washington University in St. Louis)
Adam Schiff (University of Washington)

We have conducted our work via e-mail.

Activity of the Task Force

Below are the four points of our original charge, followed by the actions taken in response to each:

A. Reviewing the constituency responses to 5JSC/ALA/3 and 5JSC/ALA/3/ALA follow-up and the minutes of the October 2006 JSC meeting where 5JSC/ALA/3 and 5JSC/ALA/3/ALA follow-up were discussed. During its review, the Task Force needs to be mindful that the responses were made to a proposal where the list was to be included within the text of RDA.

B. Combining and organizing the resources included in 5JSC/ALA/3 and 5JSC/ALA/3/ALA follow-up.

C. Recommending the scope, coverage, and selection criteria for including items on the list of relevant standards and specialist cataloging manuals that will be associated with RDA via a wiki, but not included within the text of RDA.

D. Identifying the resources on the combined list that are within the scope and coverage and meet the selection criteria recommended by the Task Force.

A. Reviewing the Constituency Responses

5JSC/ALA/3 was a list of specialist cataloging manuals with some discussion questions. 5JSC/ALA/3/ALA follow-up contained that list, augmented with resources submitted by Adam Schiff, and accompanied by further discussion questions. As the charge says, both lists were compiled with an eye to inclusion as part of RDA. The constituency responses to those documents drove the JSC’s decision at the October 2006 meeting to put the list outside of the text of RDA, at a place and in a format that opens it to change by many agencies.
B. Combining and organizing the resources

This consolidation has occurred. Additional lists of resources sent to us in the wake of the October 2007 meeting of the JSC have been examined. Some of the resources raise questions about what sort of document the JSC desires (see below).

C. Recommending the scope, coverage, and selection criteria

The Task Force was mindful of the phrase “relevant standards and specialist cataloguing manuals” in the charge. One member took on the task of trying to distinguish standards from manuals in the first consolidated list of resources, but there was not agreement on whether this would be a useful distinction. There was some sentiment for further limiting the contents of the lists to exclude resources that were largely compilations of examples, and whether “relevant standards and specialist manuals” would include resources dealing with access-point control.

The subsequent receipt of several lists from the JSC in November altered the landscape considerably. The submitted lists contained resources that had been formerly included in the draft of RDA as footnotes. One list aimed to assist in applying the rules for formulating access points for names of persons written in the Arabic alphabet; the other list provided archival standards to consult in formulating access points for families. The first-named list extended the scope and coverage far beyond that of “specialist manuals” or “standards,” e.g. the Brockelmann Geschichte der arabischen Literatur and The Encyclopædia of Islam. This list, coupled with Dierdre Kiorgaard’s statement that “the JSC made a conscious decision not to limit the ultimate scope of the list. The ALA list will be a ‘starter list’. As it will be a wiki, anyone will be free to add anything” (e-mail, Nov. 8, 2007), suggests that the Task Force’s major contribution is expected to be providing an organizational framework, rather than attempting to define scope, coverage, or selection criteria.

D. Identifying the resources on the combined list that are within the scope and coverage and meet the selection criteria recommended by the Task Force.

See above.

Appendix I: Standards, Manuals, and Other Resources for Use with RDA

Appendix I is a collation of the resources in the two lists submitted from ALA and the two submitted by the JSC. The organizational framework sorts resources roughly into 1) those that deal with a particular category of resource (including different physical formats and types of intellectual content), 2) those that have a particular linguistic or regional orientation, and 3) those that have access-point control as their focus. There is some cross-listing when appropriate. Even though the Arabic-script resources were taken from a footnote to a rule about creating access points, they
have not been listed in the Access-Point Control/Naming Works category. Our reasoning is that they offer no guidance in the process of establishing names, but rather serve as reference sources for name forms and/or qualifying data.

The resources in the first two groups above are arranged under subheadings. The subheadings are given in terminology that we hope proves compatible with RDA. All resources are entered under title. With a few exceptions, only the latest edition of a resource is cited. When the resource is available online, the URL is given. In one case, the draft FRANAR document, the URL does not provide access to the document, perhaps because of inadequate permissions.

**Recommendations**

1. We endorse the decision to mount the list on a wiki site.
2. We recommend that the JSC consider carefully the implications of including the resources formerly in the footnote to 9.24.1 of RDA. While these resources are certainly valuable to a cataloger as reference sources, they are a step removed from offering guidance on the process of access-point control. Fleshing out the other subcategories to provide analogous coverage may produce a wiki whose size is intimidating. While a consolidated list has been submitted with our report, Task Force members have suggested two lists—one containing standards and manuals, the other containing the sorts of reference tools that are useful for cataloging and access-point control, but aren’t standards or manuals. This approach has its own issues: how does it compare with the JSC’s ultimate goal, and is it a sustainable division in a wiki environment?
3. We recognize that the document will be dynamic, and we expect the addition not only of new resources, but of new subcategories.
   a. We recommend that new subcategories be named using terms compatible with RDA
   b. We recommend that new entries be cross-listed as appropriate
   c. We recommend that new entries follow the citation conventions present as much as possible, and that resources continue to be arranged alphabetically under subcategories.
4. We recommend that when freely-available electronic versions of print resources are located, users feel free to add the URL to the citation for the print resource.
5. For those resources in the list that are draft documents or are forthcoming, we recommend that users update citations upon publication of those resources.

**Future of the Task Force**

If the decisions reflected in the document accompanying this report are deemed acceptable by CC:DA, what would remain before submission to the JSC is some proofreading for consistency in format (though its future as a wiki would seem to argue against putting too much energy into that activity), and any corrections of content found necessary. If CC:DA wishes to pursue the option of submitting two lists (see Recommendation 2), the Task Force would revisit the original list from ALA, incorporate resources from the JSC lists as appropriate, and provide a framework for the second document, populated with the remaining resources.
Appendix I:

STANDARDS, MANUALS, AND OTHER RESOURCES FOR USE WITH RDA
(Resource Description and Access)

Compiled by the CC:DA Task Force on Specialist Cataloguing Manuals, 2007-2008

Tools for Describing Resources in a Specific Category

Archival Resources


http://www.ica.org/sites/default/files/isad_g_2e.pdf


UCLA Film and Television Archive Cataloging Procedure Manual. Los Angeles, Calif.: UCLA Film and Television Archive, 2004- Available online at: http://www.cinema.ucla.edu/CPM%20Voyager/CPMV00TofC.html
Art Resources


Cartographic Resources


Children’s Resources


Electronic Resources


Source of Title Note for Internet Resources. 3rd revision. Created by the Subcommittee on the Source of Title Note for Internet Resources, Cataloging Policy Committee, Online Audiovisual Catalogers, Inc. 2005. Available online at: http://ublib.buffalo.edu/libraries/units/cts/olac/capec/stnir.html

Ephemeral Resources


Government Documents


Graphic Resources


Integrating Resources


Law Resources


Manuscript Resources


Music Resources


*Descriptive Cataloging of Rare Materials (Music).* Washington, D.C.: Cataloging Distribution Service, Library of Congress. Forthcoming; publication expected prior to publication of RDA.


Uniform Titles for Music. Michelle S. Koth. Forthcoming from Scarecrow Press; anticipated publication prior to publication of RDA.

Rare Books


Religious Works


Serial Resources (including Newspapers)

Descriptive Cataloging of Rare Materials (Serials). Washington, D.C.: Cataloging Distribution Service, Library of Congress. Forthcoming; publication expected prior to publication of RDA.


Sound Recordings and Moving-Image Resources


UCLA Film and Television Archive Cataloging Procedure Manual. Los Angeles, Calif.: UCLA Film and Television Archive, 2004- Available online at: http://www.cinema.ucla.edu/CPM%20Voyager/CPMV00TofC.html

Tools for Describing Resources with a Linguistic or Regional Emphasis

African Resources


Note: Currently only draft, but may be available in final published form by time RDA is published.
East Asian Resources


Middle Eastern Resources


İslâm ansiklopedisi: İslâm âlemi cografya, etnografya v biyografya lûgati. Beynelmilel Akademiler Birliginin yardımı ve tanınmış müstesriklerin istiraki ile nesredenler M. Th. Houtsma … [et al.]. İstanbul: Maarif Matbaasi, 1940–


Philologiae Turcicae Fundamenta. Una cum praestantibus Turcologis ediderunt Jean Deny … [et al.]. Aquis Mattiacis: Steiner, 1959–

Native American Resources

**Slavic Resources**

*Slavic Cataloging Manual.* [Bloomington, IN]: Slavic & East European Section, ACRL. Available online at: [http://www.indiana.edu/~libslav/slavcatman/](http://www.indiana.edu/~libslav/slavcatman/)

**South Asian Resources**


**Tools for Performing Access Point Control/Naming Works**


*Note: Currently only draft, but may be available in final published form by time RDA is published.*


Structures of Corporate Name Headings: Final Report. IFLA Section on Cataloguing Working Group on the Revision of FSCH, compiled and introduced by Ton Heijligers. [The Hague, Netherlands]: International Federation of Library Associations and

Tools for Making Notes/Annotations in Bibliographic Descriptions and Authority Records


Source of Title Note for Internet Resources. 3rd revision. Created by the Subcommittee on the Source of Title Note for Internet Resources, Cataloging Policy Committee, Online Audiovisual Catalogers, Inc. [Buffalo, N.Y.]: OLAC CAPC, 2005. Available online at: http://bibpurl.oclc.org/web/10911