



Program for Cooperative Cataloging

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LC-PCC Task Group on Element Labels in Beta RDA Toolkit

Charge:

The LC-PCC Task Group on Element Labels in Beta RDA Toolkit is charged to:

- Evaluate the instructions in Beta RDA Toolkit regarding element labels and make recommendations on LC-PCC Policy Statements that might be needed for LC-PCC cataloging. The group should consider the use of element labels in authority and bibliographic records, including which of the element labels available in the RDA Toolkit and RDA Registry should be used. The group should focus on policy decisions rather than choice of label for an individual element. Labels for all elements may be considered, i.e., labels for relationship elements and attribute elements. The group is not charged to write the actual policy statements, only to recommend the policies that should be followed.
- Identify any existing LC-PCC documentation (e.g., BSR, CSR, DCM Z1, NACO training materials, etc.) that might need revision to align with the group's policy recommendations. The group is not charged to revise these documents, only to flag any areas it encounters in the course of its work that may need future attention.
- Identify any new documentation (e.g. Beta RDA Toolkit user-contributed documents, application profiles, etc.) that might need to be created in response to the group's policy recommendations. The group is not charged to create this documentation, only to flag any areas it encounters in the course of its work that may need future attention.

The group should consider both bibliographic and authority data in its work. Particular attention should be paid to making decisions about when and where to record element labels, as well as which labels should be used (e.g., "is abridgement of work" or "abridgement of work").

Reporting Lines:

The task group will report jointly to the LC Policy, Training, and Cooperative Programs Division (PTCP) and the PCC Policy Committee.

Deliverables/Process:

The Task Group should submit brief monthly progress reports, as well as a final report containing the group's recommendations, to the PCC Chair. The monthly progress reports should identify any issues requiring input from PoCo. The final report should include indications of whether the recommendations represent the group's unanimous opinion or majority opinion. Minority opinions may be included.



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The PCC Chair will distribute the reports to the PCC Steering Committee. The LC representative to the PCC Steering Committee will then distribute the reports to the PTCP Division and the PCC Chair will distribute the reports to the PCC Policy Committee. The PCC Policy Committee will decide whether to approve the recommendations in the group's final report. If the Policy Committee is unable to reach a decision, the PCC Steering Committee will make the decision. Decisions must be made in a timely manner to meet ALA Publishing deadlines.

LC staff will translate approved recommendations into LC-PCC Policy Statements and incorporate them into Beta RDA Toolkit. The task group's final report, and the decisions of the PCC Policy Committee, will be posted on the PCC website and shared with the PCC community.

Deadlines:

- **August 1, 2019:** Task Group charge and membership finalized.
- **September 1, 2019:** Task Group submits first progress report to PCC Chair, who distributes to PCC Steering Committee. LC representative to the PCC Steering Committee distributes report to PTCP; PCC Chair distributes report to PCC Policy Committee.
- **October 1, 2019:** Task Group submits second progress report to PCC Chair, who distributes to PCC Steering Committee. LC representative to the PCC Steering Committee distributes report to PTCP; PCC Chair distributes report to PCC Policy Committee.
- **November 1, 2019:** Task Group submits final report to PCC Chair, who distributes to PCC Steering Committee. LC representative to the PCC Steering Committee distributes report to PTCP; PCC Chair distributes report to PCC Policy Committee.
- **November 8, 2019:** PCC Policy Committee makes decisions on Task Group recommendations.
- **November 15, 2019:** PCC Chair communicates PCC Policy Committee decisions on Task Group recommendations.
- **December 6, 2019:** LC staff finish writing LC-PCC Policy Statements and incorporating them into Beta RDA Toolkit content management system.

Members:

The task group will have two LC members (appointed by LC) and three PCC members (appointed by the PCC Policy Committee). It will be co-chaired by one of the LC members and one of the PCC members. Additional members may be appointed (e.g. to gain needed expertise) but it is



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recommended that the total number of members be an odd number. The task group is encouraged to consult externally as needed rather than appointing additional members.

- **LC members:** Melanie Polutta (co-chair), Veronica Ranieri
- **PCC members:** Ryan Finnerty (co-chair, UCSD), Martha Sanders (Skyriver), Rebecca Dean (OCLC), Kevin Balster (UCLA), Tyler Ostapyk (Library and Archives Canada)
- **Consultants:** Chew Chiat Naun (Harvard), Dominique Bourassa (Yale)
- **Desired expertise:** Understanding of RDF and RDA Registry; vendor expertise; non-English speaking and bilingual PCC members (LAC if possible).