

Terms of Reference
April 15, 2022
Updated: January 11, 2024
BIBFRAME Interoperability Group

In the interest of working collaboratively on Linked Data, the Program for Cooperative Cataloging (PCC) has initiated formation of this group per the interests and concerns expressed at the BIBFRAME Data Exchange Meeting organized by the PCC in September 2021. During this meeting different implementation decisions of the BIBFRAME ontology were identified as major obstacles to successful BIBFRAME data exchange. This group is the outgrowth of that meeting and is not intended to supersede any existing groups working on BIBFRAME or linked data in general. It focuses on supporting efficient and interoperable use of the BIBFRAME standard through establishing and sharing best practices between participants. While this group was formed under the auspices of the PCC, it is intended that the leadership will rotate among the members of this group.

1. Charge

Work collaboratively on the development and maintenance of interoperable BIBFRAME data guidelines to support production level implementation, to address issues restricting interoperability, and to inform development of associated toolings and infrastructure. It is not responsible for further development of the BIBFRAME ontology itself.

While members may use open and/or proprietary tools to support BIBFRAME data creation and exchange locally, this group is primarily focused on interoperability for unrestricted metadata reuse.

Work may include the following:

- Define a standard BIBFRAME “shape” to support data reuse including conversion to and from other formats
- Explore defining core BIBFRAME elements necessary for data exchange
- Surface issues regarding the use of the Official RDA with BIBFRAME and propose strategies for their resolution
- Collaborate and communicate with other groups working in the area of BF interoperability to ensure the ability to reuse BIBFRAME created in one community in other BIBFRAME stores.
- Examine the work accomplished by the Communication Working Group and apply to this charge where appropriate
- Gather use cases as necessary to inform decision making, expanding on the efforts of the Use Case Working Group and others
- Provide an avenue for other interested parties to contact the BIBFRAME Interoperability Group and/or reach out to other stakeholders

2. Initial Governance and Jurisdiction

Initially the group reports to PCC PoCo on its activities until it is functioning independently. PoCo will provide a mechanism for wider oversight and transparency, to leverage the expertise of other PCC groups as needed, and to coordinate with LC until such time as its functioning as an independent body. After an initial period pending a decision by BIG and PoCo approval, the group will operate as a standalone international group, developing new governance guidelines as needed.

3. Officers, Agendas and Minutes

Co-chairs were initially appointed for a 1 and 2-year period. In September 2023 BIG voted to change the model to having an incoming chair, current chair and outgoing chair for greater consistency. If the current chair is not able to convene a meeting, the incoming and outgoing chairs would step in.

The chairs are responsible for producing meeting agendas and facilitating meetings. A committee member will take minutes of each meeting on a rotational basis. The charge should be reviewed periodically.

4. Membership

Membership should include representation by standards bodies and institutions actively engaged in BIBFRAME implementation. It is essential that members are actively working toward production level BF implementation, or have already implemented, and agree to work collaboratively to fulfill the charge of the group. In this regard consideration should be given to involving different entities, such as:

- Standards bodies
- Libraries that have implemented BIBFRAME or are actively working toward implementation
- BIBFRAME data hosting organizations

This is institutional membership, and each institutional member can have only two representatives: one primary and one alternate.

5. Meetings

The group meets at least monthly and meetings will be called at the discretion of the Chairs. Unless a specific need is identified for an in-person meeting all meetings will be virtual.

6. Voting

Each institutional member has the option to name two representatives. Both the primary representative and the alternate of each institutional member are eligible to vote as their institutional representative (1 vote per institution).

A proposal is approved when the result of the vote indicates consensus within the group. If the result of the vote shows strong opposition, the proposal will be reviewed to address concerns.

7. Amendments

BIG can make recommendations for amendments to these terms of reference. Any changes will then be submitted to PoCo for approval until this group is functioning independently.

8. Duration

To be determined by the group

9. Potential Liaisons/Consultants:

Liaisons from ILS/Discovery vendors will also be important to bring in insight on systems infrastructure, requirements and development needs. Further, recognizing that a great deal of work on BIBFRAME is being pursued beyond the membership indicated, a pool of consultant institutions/groups will be maintained. These consultants can provide feedback and support subgroup membership.

Consultants will have no voting privileges and are not required to attend all meetings. Some consultants may be identified by BIG membership for onboarding as BIG member institutions based on the indicated membership criteria as outlined in this TOR. Consultant membership will be reviewed following the initial release of BIG recommendations for a standard BIBFRAME shape to support data reuse, and core BIBFRAME elements necessary for data exchange.