

**LC-PCC Policy Statements and Workflow Documents in the beta RDA Toolkit:  
PoCo Decisions  
November 2019**

**Beta Toolkit will be launched as the new RDA Toolkit on December 15, 2020.**

Documentation such as application profiles, workflow documents, planning documents, etc. will be shared with Alan Danskin at the British Library.

**Task Group reports**

- Beta RDA Task Groups can submit their finished reports with recommendations at any time but they must be submitted no later than May 1, 2020.
- PoCo decisions on recommendations in the Beta RDA Task Group report must be made and communicated to LC by May 29, 2020.
- Any changes in the this timeline will be communications to the PCC Steering Committee promptly by the chief of LC/PTCP Division.
- See appended timeline

**Document Definitions**

- PoCo has agreed with these three definitions.
- Application Profiles will not be in the RDA Toolkit.
- Location of workflow documents not yet decided.
- Number of places workflow documents will reside not yet decided.
- LC will start loading existing policy statements into the Beta RDA Toolkit in January 2020.
- The workflow portions of these policy statements will be separated out.

Based on knowledge of the Toolkit and discussion with ALA Publishing, three kinds of documents may be needed to assist catalogers in using the new Toolkit.

**LC-PCC Application Profile:**

The application profile would be in the form of a spreadsheet, with introductory contextual material, in which LC-PCC will record decisions regarding the

implementation of each RDA element. It would include details such as which elements should be considered mandatory, mandatory if applicable, optional, etc., as well as what types of recording methods are acceptable for certain levels of description. The mandatory and mandatory if applicable elements would be based on the current RDA/PCC core elements in the BIBCO and CONSER Standard Record (BSR and CSR).

**Example**

Entity: Person	Element: Date of birth	Element ID: rdaa:P50121	Required: Mandatory when needed to break conflict	Minimum recording method: Structured description	Comments: Use edtf
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**LC-PCC Policy Statements:**

The policy statements would be presented in-line with the Toolkit text, and therefore policy statements would need to be succinct. They would record the decisions of the application profile regarding the implementation of an RDA element in consistent language. The policy statements may also include additional details about the implementation of the instruction. Per ALA Publishing, the policy statements files would have to follow the underlying structure of the Toolkit content management system and adhere to established file structures and naming conventions.

**Example**

LC/PCC practice: Apply the structured description recording method for the date of birth of a person. See Workflow document for instructions and best practices.

**LC-PCC Workflow Documents:**

The workflow documents could reside in the Toolkit in the Documents area or could live elsewhere. They would expand on the decisions in the application profiles and policy statements and would include more detailed instructions about how to record information in the MARC format. They may include examples and guidance for particular formats, situations, etc. The workflow documents might accommodate text from current policy statements that are not appropriate in the framework of the new Toolkit.

## Example

Record the date of birth of a person in the 670 and the 046 \$f subfield. When recording dates in field 046, use the Extended Date Time Format (EDTF) schema in all cases except for centuries; supply dates using the pattern yyyy, yyyy-mm, or yyyy-mm-dd.

Best practice: When encoding date information, give the fullest information about the date that is readily available (the date in field 046 may be more precise than a date used in the 100 subfield \$d). When revising existing authority records, record dates in field 046 even if the heading itself does not have dates in 100 subfield \$d, when the information is readily available.

The workflow document would include several of the most common examples of encoding uncertain dates and explicit instructions on when not to use the edtf, with a link to the EDTF standard for further details. Other best practices would also be recorded here.

At a later point, it may be possible to take that same policy decision and create a parallel instruction on how to do it in the BIBFRAME or Sinopia format should it require a different approach.

## **Adding Documents to the beta RDA Toolkit**

- ALA Publishing will generate the DITA files in the content management system (CMS) for the policy statements, via a shell script, that will have a basic structure already in place.
- LC editors will have to add the LC-PCC text of the policy statements.
- Once the load is done, LC has to create its own policy statement DITA files for any RDA content created through the normal update process for RDA.
- ALA will load the British Library policy statement files in October 2019.
- Currently, LC plans for ALA publishing to load LC-PCC files January 2020 (Judith Cannan's request).
- LC-PCC Policy Statements will be written within the CMS of the beta RDA Toolkit.
- Workflow documents can be created in the RDA Toolkit under Documents (the Documents icon is located at the top of screen after you login) with four possible access levels (Private, Local, Global, Public).

- If a document under the Documents area is assigned **Public** access level, not Private, Local or Global, anyone may access it if they are given a link to the document (whether they have a Toolkit subscription or not).

## **Questions, Decisions, Actions**

In order to optimize the time needed to prepare for the new RDA, decisions and actions to be undertaken need to be finalized by December 10, 2019.

The RSC has stated that the changes to the Toolkit will not require major changes in cataloging practice, but the new RDA Toolkit provides many options in the instructions. LC and PCC need to consider whether they wish to adopt different options that might result in a change to current cataloging practices or to maintain the status quo.

### **PoC responses to questions**

- PoCo agreed, as a matter of expediency, to keep to current cataloging policy wherever possible following the MARC model as used now. Adherence to the MARC model is only to accommodate the tight timelines.
- Proposal from the RDA Beta Task Groups as to how the beta RDA Toolkit might apply to a non MARC linked data environment are encourage but not required and will be considered for incorporation into the workflow documentation.
- Linked Data options from the Standing Committees, TG, SINOPIA Cohort, LC BIBFRAME Pilot participants, and PoCo members will be considered.

## **Decisions**

This approach of using an application profile, policy statements, and workflow documents determines how existing policy statements are added to the beta RDA Toolkit.

### **Policy Statements**

1. Every policy statement will be examined thoroughly to determine what parts should go into the workflow documents, how the policy statement should change, and exactly where it should be located in the beta Toolkit.

- a. An important goal will be to find some consistent language that can take advantage of the capabilities of DITA to reuse content. DITA (Darwin Information Typing Architecture) is the XML standard that the beta Toolkit uses. It offers considerable potential to make the process of maintaining documentation easier.
2. The Task Group recommendations, once accepted by PCC, may result in new and revised policy statements.
3. A spreadsheet will be created to facilitate the process and will contain:
  - a. the ID link to the place in the beta Toolkit where that text will be located
  - b. the revised text to be input
  - c. additional columns as needed (e.g., current text of a paragraph in a policy statement, any comments that contributors have about what needs to be done to this paragraph, when it would be scheduled for loading, quality check y/n, etc.)

### **Workflow documents**

1. Workflow documentation will be written in conjunction with the related policy statements. These documents can include a wide variety of things such as: prerecording decisions (Cataloging a resource as a serial or a monograph? Is an authority record needed?), special format decisions (titles for television programs on DVD), encoding decisions (MARC, etc.), a wide variety of examples, etc.
2. Explore options for where the workflow documents might reside, Cataloger's Desktop, RDA Toolkit, PCC website, etc. Consider cost, accessibility, and maintenance. (Currently, other than RDA and the policy statements, all LC-PCC documentation resides in Cataloger's Desktop or on the PCC website.)

### **Evaluation Period**

After application profile, policy statements, and workflow documents are written and loaded, a small LC-PCC cataloging team will evaluate the text and recommend revisions for consideration.

## **Post-implementation**

When the new Toolkit is launched, PTCP (Policy, Training, and Cooperative Programs Division) will establish normal procedures for submitting proposals to create or modify application profiles, policy statements, and workflow documents.

## **LC's Commitment to PCC**

- Communicate regularly with PCC members
- Provide regular updates on progress
- Respect LC-PCC decisions
- Strive for transparency in all areas
- Consult regularly with PCC on issues or problems that arise
- Help PCC to select catalogers to evaluate text of application profile, policy statements, and workflow documentation
- Evaluate the text of application profile, policy statements, and workflow documentation once mounted in the beta RDA Toolkit
- Keep to the timeline
- Work closely with ALA Publishing

## App. A. Proposed LC/PCC Timeline

September 2019	<ul style="list-style-type: none"> <li>• Define application profile, policy statement, workflow document</li> <li>• Begin work on application profile structure and elements</li> <li>• Formulate plan for policy statement review</li> <li>• Identify initial workflow documents</li> </ul>
October 2019	<ul style="list-style-type: none"> <li>• Begin work on application profile itself</li> <li>• Begin detailed examination of current policy statements               <ul style="list-style-type: none"> <li>○ Identify which parts can be extracted from policy statements and placed in workflow documents</li> </ul> </li> </ul>
November 2019	<ul style="list-style-type: none"> <li>• Continue work on application profile and policy statements</li> <li>• LC-PCC read reports from Task Groups and determine next steps</li> <li>• Add other new policy statements to that spreadsheet</li> </ul>
December 2019	<ul style="list-style-type: none"> <li>• Complete examination of all existing policy statements</li> <li>• Complete spreadsheet of new policy statements</li> </ul>
January 2020	<ul style="list-style-type: none"> <li>• Create a spreadsheet of all workflow documents and a file name for each document               <ul style="list-style-type: none"> <li>• Decide on format, filename, and where the workflow documents will reside</li> </ul> </li> <li>• Start entering policy statements into the Toolkit</li> </ul>
	<b>Policy Statements and Workflow Documentation</b>
February 2020	<ul style="list-style-type: none"> <li>• Continue revising existing policy statements</li> <li>• Start writing all new policy statements</li> <li>• Continue entering policy statements into the Toolkit</li> <li>• Consult with SCS</li> </ul>
March 2020	<ul style="list-style-type: none"> <li>• Continue revising existing policy statements</li> <li>• Continue writing all new policy statements</li> <li>• Continue entering policy statements into the Toolkit</li> <li>• Start creating and editing workflow documentation</li> <li>• Consult with SCS</li> </ul>
April 2020	<ul style="list-style-type: none"> <li>• Continue revising existing policy statements</li> <li>• Continue writing all new policy statements</li> <li>• Continue entering policy statements into the Toolkit</li> <li>• Continue creating and editing workflow documentation</li> </ul>

	<ul style="list-style-type: none"> <li>• Consult with SCS</li> </ul>
May 2020	<ul style="list-style-type: none"> <li>• BETA RDA TG submit reports by May 1, 2020</li> <li>• PoCo decisions based on recommendations from TG reports by May 29, 2020</li> <li>• Create a spreadsheet of new policy statements that will be needed based on TG recommendations, and where they will need to be placed</li> <li>• Continue revising existing policy statements</li> <li>• Continue writing all new policy statements</li> <li>• Create a spreadsheet of new policy statements that will be needed based on TG recommendations, and where they will need to be placed</li> <li>• Continue entering policy statements into the Toolkit</li> <li>• Continue creating and editing workflow documentation</li> <li>• Consult with SCS</li> </ul>
June 2020	<ul style="list-style-type: none"> <li>• Complete revising existing policy statements</li> <li>• Complete writing all new policy statements</li> <li>• Continue entering policy statements into the Toolkit</li> <li>• Continue creating and editing workflow documentation</li> <li>• Consult with SCS</li> </ul>
July to September 2020	<ul style="list-style-type: none"> <li>• Edit workflow documentation</li> <li>• Write new workflow documentation</li> <li>• Provide access to workflow documentation</li> <li>• Consult with SCS</li> </ul>
October to December 2020	<ul style="list-style-type: none"> <li>• Team composed of 3 PCC catalogers and 3 LC catalogers evaluate the LC-PCC PSs and Workflow documentation (instructions will be provided)</li> </ul>

## App. B. Working in the Toolkit

### Helpful definitions

- CMS – a content management system. The CMS makes it easy to move and copy files within the RDA Toolkit, as well as other capabilities specific to handling the DITA files.
- CMS file – any file within a content management system. Within the RDA CMS, they are DITA files.
- Shell script – a program that is run, in this case to create or modify the DITA files within the RDA CMS.
- DITA – DITA is the Darwin Information Typing Architecture, an XML standard that dictates the structure, tags, and format of the files within the RDA CMS. DITA is not a computer program, but is used by a computer program (in this case Oxygen XML Editor) to create files according to the DITA standard.
- The LC editors will need to be familiar with XML principles and content management systems.
- The XML standard used to publish RDA changed to DITA as part of the 3R Project.
- This change means learning a new set of element tags and attributes, the computer program necessary to create and modify the DITA files, and a new way of organizing the content, in order to take full advantage of the DITA architecture. The CMS authoring tool is Oxygen XML Web Author (basically, a simplified, web-based version of Oxygen XML Editor). The Oxygen XML software is a powerful and complex tool.
- In the new CMS, files are organized by entity in folders and named by RDA element.
- This form of organization means there are **many** more files to manage in the new CMS than there were in the old CMS. (For comparison, the old CMS has 3 files for RDA chapters 2-4, while the new CMS has over 284 Manifestation element files and 72 Item element files.)
- An LC editor has to understand how both RDA and the new CMS are structured in order to find and edit files appropriately.
- Folder and file naming conventions and organization were determined by the 3R Core Team for all policy statements and cannot be changed.
- The files for the new LC-PCC PSs will be organized in folders in the CMS in this way:

Documents>en-US>LCPCC\_PS>Entity  
Chapters>Manifestation>LC\_media\_type.dita.

- These naming conventions enable the developers to understand the appropriate RDA file to connect to the LC-PCC PS file in processing.
- Links to content in different files are based on a relative path. Thus, if one file is moved to a different folder, hundreds of links may be broken.
- Batch-loading techniques to input new and revised policy statements into the beta Toolkit are currently being explored. These techniques will require a basic knowledge of computer programming capabilities.