

Appointments to NARDAC

February 2018

About RDA

[RDA: Resource Description and Access](#) is a package of data elements, guidelines, and instructions for creating library and cultural heritage resource metadata that are well-formed according to international models for user-focused linked data applications. RDA is developed in a collaborative process led by the [RDA Steering Committee \(RSC\)](#).

About NARDAC

The North American RDA Committee (NARDAC) is the entity responsible for representing the North American region on the RSC. NARDAC's membership comes from the following North American communities that have implemented RDA: the American Library Association (ALA), the Canadian Committee on Cataloguing (CCC), and the Library of Congress (LC). NARDAC is intended as an umbrella committee, developed to represent the North American region, but is not intended to replace the highly successful existing national committees such as the CCC and the ALA Committee on Cataloging: Description and Access (CC:DA).

The charge of NARDAC is to:

1. Formulate North American positions on RDA proposals, discussion papers, and drafts.
 - Initiate, review and/or finalize proposals and discussion papers emanating from the various North American communities.
 - Develop formal responses to proposals and discussion papers emanating from other regions and RSC Working Groups.
 - Suggest acceptable bases for negotiations during RSC discussions.
2. Keep the North American communities informed of RDA developments and RSC decisions.
 - Encourage members of the North American communities to participate in the development and revision process by expression opinions on the issues, volunteering to serve on RSC working groups, drafting papers, etc.
3. Select a member of NARDAC to serve as the North American regional representative to the RSC. The representative's responsibilities include:
 - Attending RSC meetings, participating in discussions, presenting proposals and discussion papers from North America, and participating in the discussions at the RSC meeting.
 - Serving as the primary "point person" for regular communications with the RSC, and between the RSC and other NARDAC members. Consulting with NARDAC members and other experts as needed.
 - Keeping NARDAC informed of RSC decisions.
4. Respond to other RSC initiatives as they arise.

NARDAC will exist as an entity beginning January 2018.

ALA Representative(s) to NARDAC

ALA has delegated responsibility for appointment of the ALA Representative to NARDAC (the Representative) to the Association for Library Collections and Technical Services (ALCTS). ALCTS may appoint up to two voting members to NARDAC. The position of chair of NARDAC will rotate through the representative communities, and an ALA Representative would need to fill this role at some point.

NARDAC will elect a NARDAC Representative to the RSC. If a current ALA Representative is chosen for this role, the Representative will decide if they should continue to serve as an ALA community representative or whether ALA should appoint a new Representative.

If an ALA Representative to NARDAC is appointed as Chair-Elect of the RSC, a replacement Representative to NARDAC must be named for the term as Chair. The Chair-Elect may continue as an ALA Representative to NARDAC.

Representative Responsibilities

Responsibilities to ALCTS and ALA

The Representatives will be liaisons from NARDAC to CC:DA, and serve as ex-officio, non-voting members of CC:DA. They will serve as an information conduit between NARDAC and CC:DA, guide CC:DA through the process of developing ALA proposals for revising RDA to NARDAC, and the process of responding to revisions proposed by other constituencies. The Representatives will bring proposals from CC:DA to NARDAC for consideration for submission to the RSC. The Representatives will create a written report to CC:DA in advance of each in-person meeting and upon request.

The majority of work with CC:DA is concentrated during the month prior to the Midwinter Meeting and Annual Conference. From July through October (in advance of the annual RSC Meeting), CC:DA is in permanent session and there are daily email discussions and votes. How the workflow timing might change with the creation of NARDAC is unclear.

The Representatives will submit a written report to the ALCTS Board in advance of the ALA Midwinter Meeting and Annual Conference to be included in the board packet. The report should highlight changes and updates in RDA and the RDA Toolkit and the time commitment of the Representatives to their work with NARDAC and CC:DA. This report will also be forwarded to the ALA Executive Board. The Representatives will also write a short highlights article for ALCTS News for publication after each conference.

Responsibilities to NARDAC

The Representative will work with NARDAC in order to fulfill its charge. NARDAC members will generally conduct business remotely, via electronic communications, telephone conversation, wikis, or other

collaborative tools. The committee may also conduct in-person meetings, when a gathering of the members is possible and/or funding is available. The frequency of communication will vary depending on tasks facing the committee and the timeline of the RSC (e.g., Fast Track responses, RSC proposal submission and response deadlines).

The Representatives will decide among themselves how to delegate the work required of communicating with NARDAC and CC:DA.

Representative Qualifications

- Must be a member of ALA, ALCTS, and the ALCTS Cataloging and Metadata Management Section (CaMMS)
- Must be able to attend CC:DA in-person meetings at the ALA Midwinter Meeting and Annual Conference
- Strong personal knowledge of RDA, exemplified by service on CC:DA, a CC:DA task force, an RSC Working Group, an RDA-based PCC Task Group, or similar
- Excellent communication skills, including demonstrated experience with writing, presenting, and training
- Conscientious and knowledgeable, knowing when and who to consult on issues, and making suitable decisions when consultation is not required or possible
- Excellent diplomatic skills, knowing when to compromise or how to stand for a position in a tactful way; able to contribute to a consensus-driven decision-making process
- Support from employer, for both the overall time commitment as Representative and the financial support to attend the ALA Midwinter Meeting and Annual Conference

Appointment Process and Timelines

Current Appointments

Kathy Glennan, Head of Original and Special Collections Cataloging, University of Maryland Libraries (January 2018 - December 2018)

Dominique Bourassa, Catalog Librarian, Yale University (January 2018 - December 2020)

Future Appointment Cycles

The next appointment for a representative will be made for January 2019. CaMMS will solicit candidates in Fall 2018, and recommend a final candidate to be appointed by the ALCTS Board as Representative starting in January 2019. The recommendation will include a short rationale for their decision. The CaMMS Executive Committee will approve any candidates before recommending them to the ALCTS Board.

Representatives will serve a three-year term, and will be eligible for a single three-year reappointment upon approval of the CaMMS Executive Committee and the ALCTS Board. If for any reason a

Representative is unable to complete their term, CaMMS will identify and recommend a replacement. This replacement will be appointed with a three-year term.

To match the RSC appointing cycle, ALCTS will appoint representatives to serve their term on the calendar year (January 1 - December 31) instead of the ALA appointing cycle (July 1 - June 30).