

Minutes (Draft)
Bibliographic Standards Committee

Virtual Meeting

Zoom, Tuesday, December 18, 2018

1:00 - 2:00 pm EDT



1. BSC Activity Assignments
2. BSC Membership and Participation on BSC Activities
3. BSC Virtual Meetings for ALA Annual or Midwinter
4. Controlled Vocabularies Editorial Group: Charge
5. Controlled Vocabularies Editorial Group: Discussions
6. RBMS-ARLIS/NA-SAA Joint TF on Development of the Art and Rare Materials BIBFRAME Ontology Extension
7. BSC Action Plans

Appendix A: RBMS Bibliographic Standards Committee, Chair's Report - Drafted by Francis Lapka, December 5, 2018

Members present: Francis Lapka, Yale Center for British Art (chair); Katelyn Borbely, ProQuest; Amy Brown, Burns Library, Boston College (Controlled Vocabularies Editorial Group co-editor); Brenna Bychowski, Beinecke Library, Yale University; Kalan Knudson Davis, University of Minnesota; Alison Greenlee, Wayne State University; Ryan Hildebrand (ex-officio: Controlled Vocabularies Editorial Group co-editor); Elizabeth Hobart, Pennsylvania State University; Linda Isaac, Houghton Library; Deborah J. Leslie, Folger Shakespeare Library; Honor Moody, Harvard Library (CC:DA liaison); Kate Moriarty, Saint Louis University (secretary); Iris O'Brien, British Library; Brian Stearns, University of Alberta; Amy Tims, American Antiquarian Society.

Visitors: Linde M. Brocato, University of Miami (Coral Gables, FL); Courtney Brombosz, University of Nevada, Las Vegas; Whitney Buccicone, University of Washington; Valerie Buck, Brigham Young University; Matthew Ducmanas, Temple University; Todd Fell, Beinecke Library, Yale University; Jane Gillis, Beinecke Library, Yale University; Matthew Haugen, Columbia University; Martha McTear, UC Santa Barbara; Ann Myers, Stanford University; Liz O'Keefe; Maria Oldal, Morgan Library & Museum; Audrey Pearson, Beinecke Library, Yale University; Jessie Sherwood, Robbins Collection, Berkeley Law; Brittney Washington, Harry Ransom Center, University of Texas-Austin.

Members excused: Jason Kovari, Cornell University; Michelle Mascaro, University of California San Diego.

The chair introduced the meeting by stating that a chair's report was distributed prior to the meeting in two forms: a clean version and a version to which BSC members and volunteers to BSC activities made comments. This meeting's structure directly follows the chair's report, and discussion refers both to the report and the comments. See the clean version of the report, in Appendix A, for background on each agenda item.

1. BSC Activity Assignments

There was general agreement to continue the use of an annual survey, started in August 2018, to solicit BSC member interest in and assign members to one or two recognized BSC activities. The chair will implement it this upcoming appointment cycle and incorporate a brief description, the approximate number of openings, and contact information for each activity.

2. BSC Membership and Participation on BSC Activities

In order to reduce the BSC's dependence on volunteers (as opposed to committee members), there was general support for a move, starting with this appointment cycle, to gradually grow the size of the BSC and encourage current volunteers to apply for BSC membership, with a long-term goal of reaching approximately a balance of three-quarters BSC members/one-quarter volunteers in BSC activities. The chair acknowledged the vital role volunteers play in BSC work and suggested we recognize them by listing their names on BSC websites.

3. BSC Virtual Meetings for ALA Annual or Midwinter

Roughly two-thirds of those who commented on the chair's report expressed an interest in meeting virtually, probably for the Midwinter meeting; one-third of respondents had mixed feelings. The chair proposed that we schedule a virtual meeting for the ALA Midwinter 2020 meeting and in the meantime strive for continued improvements in virtual meeting procedures and experiences. After Midwinter 2020, we would evaluate the effectiveness of the meeting and consider whether to meet virtually again for Midwinter 2021. Following a discussion on the merits of in-person (effectiveness, collegiality) and virtual meetings (financial accessibility) there was agreement to proceed with this proposal. We have until early 2019, when facilities requests are due to ALA, to change our minds.

It was noted that with an increase in RBMS committees meeting virtually at Midwinter, more and more BSC members attend Midwinter solely for the BSC meeting. However, an observation was made that in-person Midwinter meetings may provide better equity of financial accessibility than in-person Annual meetings since they are held in a wider selection of cities.

There was also discussion of hybrid meetings (an in-person ALA meeting at which some of the attendees participate virtually). The Committee on Cataloging: Description and Access (CC:DA) Virtual Participation Task Force recently issued a report that includes exploration of hybrid meetings. One concern raised is the potential creation of two tiers of members: those from better-resourced institutions and those who are not. The CC:DA will conduct a hybrid meeting at Midwinter 2019, after which the RBMS CC:DA liaison will report back on the experience.

4. Controlled Vocabularies Editorial Group: Charge

The BSC chair and Controlled Vocabularies Editorial Group (CVEG) co-chairs had two recommendations.

Following up on a discussion initiated at Annual 2018, the first recommendation was a revised charge for CVEG (see the chair's report, Appendix A). The BSC chair explained that the new charge acknowledges the changing landscape for hosting controlled vocabularies and the degree to which the BSC and CVEG collaborate and work together toward common ends. During the discussion, minor changes were made, such as the suggestion to move the final clause, "which serve as an important complement to the descriptive standards developed by BSC," to the "Comments" section of the charge. The amended charge was unanimously approved in a vote of 15 in favor, 0 opposed, and 0 abstained:

Under the aegis of and working in concert with the RBMS Bibliographic Standards Committee, the Controlled Vocabularies Editorial Group maintains the content of and facilitates access to the RBMS Controlled Vocabularies.

If approved by CVEG members, the charge will be submitted to the RBMS Executive Committee. The BSC chair thanked all of those who helped draft the charge.

There was also agreement with the second recommendation, to amend the RBMS manual to specify that the BSC chair serves in an ex-officio capacity on the CVEG and that the CVEG co-chairs continue as ex-officio members of the BSC. It was noted that the ex-officio memberships will contribute to strengthening the relationship and collaboration between the two committees.

5. Controlled Vocabularies Editorial Group: Discussions

There was general agreement with the recommendation of the BSC and CVEG chairs to move discussion of CVEG issues from BSC meetings to CVEG meetings. This will provide visitors to CVEG meetings a better forum at which to engage in some of the high-level work of the committee. The change will take effect at Midwinter 2019.

6. RBMS-ARLIS/NA-SAA Joint TF on Development of the Art and Rare Materials BIBFRAME Ontology Extension

The chair reported that the Joint Task Force's charge has been approved by all three organizations and that a call for volunteers will be issued soon.

N.B. The call for volunteers was issued January 3, 2019 to several electronic lists.

7. BSC Action Plans

We will work on the BSC Action Plan, which will include a revision of the BSC charge, in early January to submit it by the January 15 due date.

Before closing, the chair thanked BSC members and volunteers for engaging actively in the chair's report before the meeting. For others, if this meeting went too quickly, you are encouraged to reach out to the chair with questions.

The chair also reminded attendees that the BSC will be meeting in person at Midwinter 2019 in Seattle.

Draft

The meeting closed at 2:05 p.m.

Respectfully submitted January 4, 2019 by Kate Moriarty, RBMS Bibliographic Standards Committee secretary.

Appendix A

RBMS Bibliographic Standards Committee, Chair's Report
Drafted by Francis Lapka, December 5, 2018

1. BSC Activity Assignments

In August, the Chair asked all current BSC members to complete a form/survey to indicate the BSC activities to which they were most keen to make contributions. The general plan is that all BSC members serve the committee by making contributions to one (or less frequently two) of the recognized activities of BSC. This idea is merely a formalization of a practice that has been loosely in place already. As intended benefits, this system gives activity leaders a clear sense of who can be called upon to work on a given project; and it gives all members of BSC -- especially new members -- a clear sense of where they can make contributions.

If BSC thinks that this approach is useful, the Chair envisions conducting the survey on a yearly basis, in late spring (after new members have accepted appointment), with assignment cycles to begin following each ALA Annual.

Question: Does BSC think that this system for activity assignments is useful? How might it be improved?

2. BSC Membership and Participation on BSC Activities

From year to year, the roster of BSC members usually numbers about 10 to 16 people. Every year, BSC receives a healthy number of volunteer applicants. During the tenure of the current Chair, BSC has accepted less than half of applicants, in order to keep the committee at its conventional size.

BSC has encouraged those interested in becoming members of the committee to make unofficial contributions to BSC activities, as a stepping stone to membership. It's also true that some members of our community gladly make contributions to BSC activities in an unofficial capacity, independent of any interest in serving as an official member of BSC.

By the Chair's estimate, affiliation of contributors to current BSC activities is as follows* (there are likely to be small errors).

	BSC members	Not BSC members
CC:DA Liaison	1	0
Conference Programming	3	0
DCRM(Mss)	1	5
DCRM(S) Examples	0	4
Experts Directory	1	0
RBMS Policy Statements (including Examples)	9	8
Standard Citation Forms	2	7
Web Resources	1	2

** Numbers for DCRM(Mss) are for the group that is just completing its work. Numbers and distribution for the soon-to-be-formed group tackling AMREMM integration are likely to be similar.*

Clearly BSC gets essential help from individuals who contribute without being recognized members of BSC. Do we wish to maintain this dynamic?

The Chair poses the question in part because he perceives that RBMS leadership would prefer contributions to be made in an officially recognized capacity. Are there other RBMS committees that lean as heavily on volunteers?

The Chair notices that at least one or two other RBMS committees are quite large in size (and also make use of sub-groups?). See, for example, the Membership and Professional Development Committee, with [about 30 members](#).

The Chair recognizes that committee size would grow significantly if all or most contributors served as official BSC members. It's also likely that some volunteer contributors are content to participate in a given BSC activity without taking on the more burdensome requirements of full BSC membership.

Potential benefits of a more inclusive approach to BSC membership (with a larger committee) include:

- Full recognition of contributions made, which sometimes is needed to garner institutional support (for time and travel)
- Greater inclusivity may encourage wider interest in BSC activities
- In some cases, participation as a recognized BSC member may lead to greater engagement in activities (compared to unofficial participation)

Question: Should BSC gradually introduce a change of practice whereby most contributors to BSC activities do so as full members of the committee?

3. BSC Virtual Meetings for ALA Annual or Midwinter

The Chair is keen to hear community thoughts on whether BSC should sometimes conduct virtual meetings in lieu of meetings at ALA Annual or Midwinter. Midwinter 2020 is the earliest we might consider such an option.

RBMS leadership welcomes the use of virtual meetings in lieu of in-person meetings at ALA. In an email to arrange scheduling for Annual 2019, the current RBMS Chair said: “I recommend virtual meetings, if they would be sufficient for the work of your committee.”

The Chair thinks that these are the primary advantages of in-person meetings:

- Discussions are significantly more effective than in virtual meetings, to the benefit of BSC productivity.
- In-person meetings provide an environment for greater collegiality and community building.
- A 3-hour in-person meeting is tolerable, sometimes fun. A 3-hour virtual meeting would likely be a slog (though obviously we could change the format).

The Chair thinks that these would be the primary advantages of substituting a virtual meeting for an in-person meeting:

- If participants no longer need to attend an ALA conference, there could be multiple benefits, including:
 - savings on the cost of travel and conference registration;
 - reduced environmental impact (conference travel comes with a significant carbon footprint).
- In some cases, virtual meetings present a lower barrier to participation, especially for those with limited support for travel.

At this time, the Chair is skeptical about the logistical desirability of hybrid meetings (in-person meetings with a virtual component).

Question: Should BSC consider virtual meetings in lieu of some in-person meetings at ALA Annual or Midwinter?

4. Controlled Vocabularies Editorial Group: Charge

The Co-Chairs of the Controlled Vocabularies Editorial Group (CVEG) and the Chair of BSC recently resumed discussion of revisions to the CVEG charge, following initial discussions at Annual. Working together, the Chairs recommend the new CVEG charge below. The revised charge recognizes the changing landscape for hosting and accessing the Controlled Vocabularies and emphasizes the collaborative and complementary nature of BSC and CVEG efforts.

Recommendation: Edit the CVEG charge as follows.

Existing charge, with proposed revisions

Under the aegis of and working in concert with the RBMS Bibliographic Standards Committee (BSC), the Controlled Vocabularies Editorial Group ~~is responsible for "Controlled Vocabularies for Use in Rare Book and Special Collections Cataloging." The group will develop and~~ maintains the content of and facilitates access to the RBMS Controlled Vocabularies, which serve as an important complement to the descriptive standards developed by BSC.

Clean version

Under the aegis of and working in concert with the RBMS Bibliographic Standards Committee (BSC), the Controlled Vocabularies Editorial Group maintains the content of and facilitates access to the RBMS Controlled Vocabularies, which serve as an important complement to the descriptive standards developed by BSC.

Recommendation: Edit the RBMS manual (http://rbms.info/rbms_manual) to specify that the BSC Chair serves ex officio on CVEG, while maintaining ex officio membership of CVEG Chairs on BSC.

5. Controlled Vocabularies Editorial Group: Discussions

The CVEG Co-Chairs and BSC Chair propose a modified approach by which BSC (and the larger community) receive updates and provide input on CVEG activities. Such discussions have generally taken place as items on the BSC agenda -- as with the three issues CVEG presented for discussion in BSC's meeting at 2018 Annual. Going forward, the Chairs propose

that these discussions are instead conducted in the CVEG meetings at Annual and Midwinter, whether in-person or virtual. This approach would:

- Provide more time to hear and discuss information about CVEG activity, compared to the time allotted during BSC meetings
- Free up time during (always tight) BSC meetings
- Provide a more rewarding experience for visitors to Annual and Midwinter CVEG meetings, including increased transparency and community engagement

In the approach described above, it would remain necessary for CVEG and BSC to reach agreement on issues that CVEG identifies for discussion. BSC cannot of course vote during a CVEG meeting. BSC would instead explore timely alternative procedures for expressing agreement or requesting further discussion.

Recommendation: CVEG discussions

CVEG will re-frame its Annual and Midwinter meetings to:

- provide updates on current activity
- present recommendations or questions concerning major changes to the Controlled Vocabularies, and solicit input on the same
- provide a general forum for BSC and community input

Discussions of the type described above will generally be removed from BSC meetings, unless needs are identified.

6. RBMS-ARLIS/NA-SAA Joint TF on Development of the Art and Rare Materials BIBFRAME Ontology Extension: an update (we're getting close)

In late November, the ACRL Board approved the following:

- **Name:** ACRL/RBMS-ARLIS/NA-SAA Joint Task Force on Development of the Art and Rare Materials BIBFRAME Ontology Extension
- **Charge:** The task force will publish and refine a BIBFRAME ontology extension for the description of special collections materials. The work will build upon the Art and Rare Materials BIBFRAME Ontology Extension established as part of the first phase of the Linked Data for Production (LD4P) project, 2016-2018.
- **Tasks:**
 - Review initial modeling of the Art and Rare Materials BIBFRAME Ontology Extension (ARM), and build upon areas for future work identified by the LD4P project. Identify use cases not yet covered by ARM, especially those that may be required for discovery of archival material. Extend and refine the ontology as appropriate.

- Publish an initial version of the ARM ontology extension, potentially in coordination with the Library of Congress Linked Data Service.
- Identify long-term strategies and structures for the administration of ARM.
- Work with the Library of Congress to further define the relationship between the core ontology (BIBFRAME) and the ARM extension.
- Work with the Program for Cooperative Cataloging (PCC) to incorporate ARM into PCC application profiles for the description of special collections materials.
- **Membership:** Appointments will be at the discretion of the ACRL President, in consultation with RBMS, with the task force appointed by Midwinter 2019.
- **Timeline:** The task force will be charged with a term of two years to complete initial project goals.
 - Date interim report is due: ALA Midwinter Meeting 2020
 - Date final report is due: ALA Midwinter Meeting 2021

The Chair prepared the charge and tasks in collaboration with Bronwen Bitteti (Chair, ARLIS/NA Cataloging Advisory Committee) and John Bence (Chair, SAA Standards Committee), with significant help also from our own Jason Kovari (Lead, LD4P Art & Rare Materials BIBFRAME Ontology Extension, 2016-2018).

The Chair gives warm thanks to Liz Call (RBMS Member at Large) and Shannon Supple (RBMS Chair) for their tremendous help in guiding the proposal through the required RBMS and ACRL procedures.

We expect to make a call for volunteers soon, probably before the BSC virtual meeting on December 18. The call will include instructions on how to volunteer. Appointments should be made by January 2019. The TF will include an equal number of members from each of the three partner organizations.

7. BSC Action Plans

In late June, Shannon Supple (RBMS Chair) included the following in an email to committee chairs:

To this end [ongoing strategic thinking], I'm asking that all committees (including Exec.) craft an action plan for the work of our committees. See attached for my action plan template -- this is meant to be a guide, so please adjust it as needed. (It is my first-go at trying to give us structure around which we can have more substantive conversations.)

Deadline: Please be prepared to share your committee's action plan with the Executive Committee by JANUARY 15, 2019. This will give us about 10 days to review them all before the ALA Midwinter meeting begins. (Those of us with long flights will have some reading.) We will include time to discuss the action plans as a collective leadership group during our Exec. meeting at Midwinter.

I'm asking us to look at four areas:

1. Create a current checklist of the tasks your committee does, noting alignment (or not) to your committee's charge
2. Report on activities for the previous year (1 July 2017 - 30 June 2018): What were your objectives and projects? What process did you make and what issues did you face? Please also list the committee chair(s)' and members' names.
3. Action plan! What does your committee plan to accomplish in this coming year, 1 July 2018 - 30 June 2019? Please include committee chair(s)'and members' names.
4. Please assess your committee's current charge. Does it encompass what you do? Are there areas that require revision?

The process in which you do this work is up to you and according to the needs of your committee. You may seek to ask a small group of committee members to draft it and have the whole committee review it. You may write it yourself and then ask for committee feedback. You may write it as a committee online, after a lively conference call with committee members. Etc. I leave it to you to decide how to proceed.

The BSC Chair will develop the action plan in collaboration with the leaders of BSC activities. The Chair will also suggest changes to the BSC charge. All will be shared with BSC (for discussion and revision) as soon as time permits. For now, [here is Shannon's template](#). With help from Brenna Bychowski, this template now includes examples of how sections II and III may be completed (Report on Activities 2017-2018, and Action Plan 2018-2019).