To: ALA/Core/ Committee on Cataloging: Description and Access

From: Amanda Sprochi, Chair, Committee on Cataloging: Description and Access

Subject: Work and Plans for CC:DA, 2023-2024

Upcoming work to be undertaken by CC:DA in 2023-24:

- Formulate a Task Force for Personal Name Instructions
  - NARDAC has requested that CC:DA form a task force to revise current RDA instructions on Personal Names in RDA
  - The original request was for sorting compound surname instructions, but has expanded to include personal names in general
  - Work will focus on instructions for preferred and variant names and access points and formulation of personal names
  - This will include proposals for revising instructions, moving guidance to the Community Resources section if needed, and adding/changing examples
  - The Chair will write up a charge for the Task Force
  - A Chair for the Task Force should be appointed and must be a Core/CC:DA member
  - The members who have volunteered to work on the Task Force are
    - Kate James, OCLC Rep
    - Mary Burns, Voting Member
    - Peter Fletcher, current CCRC Rep
  - Other Task Force members will be recruited from both CC:DA and the cataloging community at large

- Formulate a Task Force for CC:DA Document and Website Maintenance
  - At the request of the CC:DA webmaster, Richard Guajardo, a task force will be created to move what existing historical documents can be found for CC:DA to the ALA Connect site and to the ALA institutional repository as needed
  - As of now, much of the historical work of the CC:DA is in documents that have been spread out over time and several different websites, wikis, and blogs
  - The goal of the Task Force will be to find and reconstitute an archive of CC:DA documents and records, and determine permanent location to store them
  - All CC:DA documents should be archived in the ALA repository at the very least, and working documents should be available both on the public and private CC:DA space on ALA Connect
• The Task Force will work closely with the CC:DA webmaster to determine what documents should be kept, where they should go, and how they should be organized.

• The Chair of CC:DA will work with NARDAC representatives and the RSC as needed to advocate for less tight turnaround times on RSC proposals.
  
  ▪ Currently, the turnaround time has been less than three weeks and often less than two to respond to proposals coming from the RSC.
  ▪ This does not give CC:DA enough time to formulate a reasoned response on behalf of the committee ALA as is our charge.
  ▪ NARDAC is very aware of the situation and is suffering under the same burden, so the hope is that we can work out a more reasonable workflow for responding to proposals.

• The Chair would like to form a Task Force to write/revise a welcome document or short handbook for incoming CC:DA reps, voting members, and interns.
  
  ▪ Right now the only document we have is on the old CC:DA blog and needs revision: [https://alcts.ala.org/ccdablog/?page_id=340](https://alcts.ala.org/ccdablog/?page_id=340), plus, it doesn't really outline what is expected of reps and voting members.

• CC:DA will continue to respond as necessary to proposals for the revision of RDA that come through NARDAC.

• The Chair will send out a poll shortly after the conclusion of the CC:DA annual meeting to determine the best time for our next meeting in either January or February.
  
  ▪ A reminder that our next annual meeting will be held in person during the ALA Annual Meeting in San Diego, California.
  ▪ Although ALA will not provide assistance for a hybrid Zoom/in person meeting for Summer 2024, the Chair will investigate ways to accommodate representatives and voting members who are unable to travel to California for the meeting. No promises.