Present: Aaron Bales, Kevin Blowers, Rachel Boyd, Nastia Guimaraes, Karen Lanser, Mary Lehman, Kitty Marschall, Jen Matthews, Mary McKeown, Tracey Morton, Joe Ross, Sandy Sarber, Cheri Smith, Lisa Stienbarger
Absent: Jean Cane
Excused: Pat Loghry, Sean Walton

1. Introductions were made since we have members from all 4 MALC institutions and everyone may not know each other. Sean Walton wasn't able to attend this meeting, but he will be representing Holy Cross as their new cataloging librarian.

2. There was a brief discussion of preferred meeting times due to the need for MALC members to travel back and forth. We will probably opt for early to mid-morning (not Thursdays), but Mary asked the MALC reps to let her know if something changes once classes start again. She is not planning another meeting until after Labor Day due to vacations and other project deadlines for some of the ND members. However, we may be able to get started on some things over email in the meantime.

3. Required/Optional attendance at meetings depending on agenda

   Everyone is welcome to attend any meeting of the group, but some meetings, especially early on, will probably have very focused agendas (e.g. RDA rules; LC Policy Statements) everyone may not want or need to sit in on. Mary will use the required/optional designations in Outlook when scheduling the meetings. Any meetings where policy decisions are going to be discussed will involve everyone. She distributed a draft list of "core" members for each anticipated area of focus. Mary will add Jennifer Matthews to the "Authority Headings and Global Changes" area because of the many RDA implications for music headings (done). Core members by areas of focus (MALC wiki location)
   Core members by areas of focus (ND wiki location)

4. Local resources:

   Wiki: https://wiki.nd.edu/display/libcataloging/RDA This is the Notre Dame Confluence based site. There's ambiguous information as to whether non-ND people can have access to it so Mary will also post everything to the existing AWG site which is still on TWiki (done: see the bottom of the main page for AWG) https://libwiki.library.nd.edu/bin/view/MalcWiki/AlephWorkingGroup

   The RDA Toolkit is linked from the wiki, but access is based on ND IP address. At this time the non-ND MALC institutions have no plans to purchase either the Toolkit or the print version of RDA. At ALA Mary learned that if we do training, the publishers of the RDA Toolkit can provide anyone attending our training who is not a subscriber with free 30-day access.

5. **RDA Update from ALA**
   Mary attended a 2-day preconference (RDA 201: RDA Gets Real) and several other RDA related sessions (Preparing Copy Catalogers for RDA: Beyond Guidelines and Procedures; Vendor Plans for Implementing RDA; RDA Update Forum which included presentations from the 3 US national libraries, the PCC, OCLC and the publishers of the RDA Toolkit) at ALA in late June. She has lots of slides and handouts from the preconference which she is in the process of sorting through and will post to both wiki sites. Main points taken away include:

-the earliest the 3 national libraries (LC, NLM, NAL) will implement is January of 2013

-due to delay in implementation, the publishers of RDA Toolkit are extending their double user offer for another year which means the next time ND renews (April), we'll continue to get access for twice the users we pay for, for one more year; they will also provide 30-day access to the Toolkit for any non-subscribing attendees of any training that we might offer down the road

-many of the things recommended in the report of the 3 national libraries are well underway (e.g. RDA Toolkit publishers have been getting feedback throughout the national test period and are very close to releasing a new version; see webinar from July 12, RDA Toolkit site, under News, also posted to our wiki site)

-the changes recommended are more to do with language and readability, no substantive content changes so we should be able to move ahead with local policy decisions without fear that we'll have to redo everything because the rules change down the road

-LC catalogers who were official testers during the national test will resume working in RDA in November of 2011 (taking a break while they prepare for an ILS upgrade and fiscal year rollover October 1)

-LC estimates no more than 5% of their cataloging output will be RDA (estimated 325,000 records per year, so roughly 16,000 records annually in RDA from LC during this pre-implementation period)

-many other test partners will continue to catalog in RDA up until implementation so we will continue to see RDA records in OCLC

-Program for Cooperative Cataloging (PCC) has established 3 RDA Task Groups
http://www.loc.gov/catdir/pcc/RDA-Task-Groups.html :
        RDA-Decisions-Needed Task Group
        AACR2 & RDA Acceptable Heading Categories
        Hybrid Bibliographic Records

-training is on everyone's mind; there was an excellent session featuring heads of cataloging from institutions such as NCSU that were part of the national test who talked about how they approached training and preparing staff for working with RDA
https://staff.lib.ncsu.edu/confluence/display/MNC/RDA+Test

-vendors are about where we are with exception of VTLS which has had a FRBR based system available for several years

-LC serious about moving away from MARC: outline of a plan for transition away from MARC by September 30; another 18-24 months to be underway (not done but on the way to achieving the transition)

-OCLC was waiting like the rest of us for the decision of national libraries before making a lot of changes: now they can move ahead with changes to Bib Formats and Standards, changes in validation to accommodate RDA fields which are core, etc.

6. **Next steps for us**
   - **Make ALEPH "RDA-ready"**
   - **Develop cataloging policies and procedures for dealing with the current flow of RDA bibliographic records with a focus on print monographs and these RDA rules:**

<ol type="i">
RDA 1.3 Core elements
RDA 2.3-2.5, 2.8-2.12, 2.15, 3.3-3.4, 6.9 + relevant LCPS

7. **Tasks (Mary has been in touch with Aaron on many of these that involve him to get us started. She will be in touch with other members of the group concerning some of the other tasks, hopefully before our next meeting sometime in early September)**

   - **Aaron/LIS:** Determine how many RDA records are currently in each of the 01 libraries for all 4 institutions: For 01 libraries, search for 040 $$e=rda and then compare results to a search for all bib records containing field 336 (or 336 $$a) [all RDA records *should* contain 040$$e=rda, but have seen many comments that it wasn't coded consistently for the test. Field 336 is core and should be in each RDA record as well]. If discrepancies are found, provide Mary with report so she can add 040 $$e=rda to any RDA records found to be lacking it.

   Progress to date: Aaron has counts for each of these fields, but hasn't compared records for them. Surprisingly, there are more fields with 040$e = RDA than there are records for each of the 33X fields.

040$e	691
336	568
337	569
338	564

   - **[Aaron/LIS]** Create word index in each 01 library for 040 $$e, 336 $$a, 337 $$a, 338 $$a and re-index relevant records so we can easily retrieve RDA bib records with a CCL search

   Progress to date: Not yet done. Aaron needs more detail to do the setup, but it shouldn't take long to actually do it.

   - **[Aaron in consultation with AWG]:** Determine if there are ALEPH rep changes out there we haven't applied to add definitions and validation tables for the new MARC fields such as 336-338 in bibliographic records and 37X fields for authority records. If there are, evaluate and come up with implementation plan. Links to MARC documentation on field changes: http://www.loc.gov/marc/formatchanges-RDA.html http://www.loc.gov/marc/RDAinMARC29.html

   - **[Mary McKeown with assistance of Aaron, MALC reps and cataloging core members]** If no rep changes available (or if they have gaps), identify table changes to be made for each institution to add the new MARC fields and set up appropriate validation (e.g. if 336 present, then 040 $$e=rda must be present)

   - **[Aaron with assistance of MALC reps and Mary Lehman for ND]** Determine how 245 $$h is currently being used for indexing, search and display in Aleph and Primo for all 4 institutions, implications, if any, for virtual types

- **[Mary McKeown]** Draft a process for the Cataloging Policy members to begin a core element by core element assessment to inform decision-making on policies and procedures for dealing with incoming RDA records