

Submitting a Proposal to Revise RDA

Interim Guidelines

The document "How to Submit a Rule Change Proposal to CC:DA" is being revised to reflect the change from AACR2 to RDA as the focus of revision, and to update the procedures. The revision should be completed around the end of 2011. In the meantime, please follow the interim guidelines below.

Introduction

The Committee on Cataloging: Description and Access (CC:DA) is the body within the American Library Association (ALA) that is charged with initiating and developing proposals for the revision of *Resource Description and Access (RDA)*. Within the United States, all additions and changes to the cataloging code (except those originating from the Library of Congress) must be channeled through CC:DA.

Anyone can submit a revision proposal to CC:DA. CC:DA welcomes input and suggestions for revision, ranging from small, isolated changes to the text and/or examples to major changes such as deletions of instructions or additions of new chapters.

Forwarding the Proposal

Proposals may be forwarded to CC:DA through any voting member or through any of the many different groups represented on CC:DA. A [list of members and representatives](#) is available on the CC:DA website. If in doubt, submit the revision proposal to the Chair of CC:DA [currently [Lori Robare](#)].

Contents of the Proposal

Each proposal should contain:

1. A background statement that provides the context in which the revision proposal should be considered: an explanation of the problem being addressed by the proposal, any historical background to the current instructions, events that have led to the proposal, etc.
2. The proposed revisions, shown as additions and deletions to the current text, along with a clean copy of the revised text (see also "Technical Details" below). The proposal should attempt to identify instructions in other parts of RDA (including Glossary definitions or examples) that might be affected by the revision.
3. A rationale for the proposed revisions. (This may be included in the introductory background statement.)

All RDA revision proposals are posted on the [JSC website](#). Check here for examples of past proposals.

Technical Details Relating to the Proposal

1. Documents should be submitted in Microsoft Word 1997/2003 format.
2. The text of proposed changes should be given in two versions: one using markup to show the changes from the current text, and one showing a clean version of the proposed text.
3. The current text of RDA should be copied from the RDA Toolkit.
4. The markup should use strike-through to indicate deletions and double-underlining to indicate additions.