

**Association for Library Collections & Technical Services  
(A division of the American Library Association)  
Cataloging and Classification Section**

**Committee on Cataloging: Description and Access**

**Chair's Report on CC:DA Motions and Other Actions  
July–December 2003**

**I. Motions and Votes**

**The following is a record of motions made and votes taken between July 1 and December 30, 2003.**

1. **4JSC/LC/55/LC follow-up [Multipart monographs: basis of description (21.2B2, 21.3A2, etc.)]:** Vote of 6-2 in favor of a motion made by Dorothy and seconded by Steven, late July, after extensive discussion: CC:DA accepts the proposal with the following modifications:
  - i. In rule 21.2A1 replace “first” with “earliest”;
  - ii. In rule 21.3A2 replace “first” with “earliest.”
  
2. **4JSC/LC/59 [Basis of description, etc. (1.0A)]:** Vote of 6-2 in favor of a motion made by Dorothy and seconded by Steven, late July, after extensive discussion: CC:DA accepts the proposal with the following modifications:
  - i. In rule 1.0A2 a) first sentence, change “first” to “earliest”;
  - ii. In rule 1.0A2 a) in the column under “Basis of description” change all occurrences of “First or earliest part” to “Earliest part” and change “First and/or last parts” to “Earliest and/or latest parts.”
  
3. **4JSC/CCC/6/Rev/; related documents 4JSC/CCC/7 and ALA response and 4JSC/ALA/36/Rev/ALA rep follow-up/2 and ALA response [Revision of 6.5B1 to parallel the use of conventional terminology at 9.5B1]:** After substantial discussion both at ALA Annual in Toronto and via email in late July and early August, and a succession of four motions made, seconded, and voted on, ALA's response to JSC in early August was to offer in one document general reflections on the concept of common usage, followed by specific recommendations on the list of SMD terms in 6.5B1 (including revised proposals); ALA acknowledged the contributions made to this document by the Music Library Association and the Online Audio-Visual Catalogers.

**First motion, on .../ALA/36/... (SMDs in Chapter 9):** Vote 7-0 (1 not voting) in favor of a motion made by Kristin and seconded by Matthew, early August: ALA places high priority on the publication of revisions in this proposal; apart from the

list of SMDs, ALA accepts the text in this document; generally speaking, ALA prefers to retain all existing SMDs in Chapter 9.

**Second motion, on .../CCC/6/...:** Vote 2-6 rejecting a motion made by Steven and seconded by Kristin, early August: ALA approves the SMDs in this document with certain exceptions and comments.

**Third motion (the second on .../CCC/6/...):** Vote 6-2 in favor of a motion made by Kristin and seconded by Jay, early August: ALA does not support the changes to SMDs for Chapter 6 in this document.

**Fourth motion, on .../CCC/7:** Vote 4-3 (1 not voting) in favor of a motion made by Kristin and seconded by Matthew, mid-August: ALA does not support the changes to SMDs for Chapter 7 in this document.

4. **4JSC/Chair/76/Chair follow-up/4/Sec follow-up [FRBR Terminology]:** Vote of 7-0 (1 not voting) in favor of a motion made by Steven and seconded by Kristin: CC:DA accepts the FRBR Task Force report as a whole, with minor corrections, and forwards it to JSC as representing ALA's current views.
5. **4JSC/BL/7/BL/followup/2 [Capitalisation of single letters used to represent words (Appendix A.4A1 and A.30)]:** Vote of 8-0 in favor of a motion made by Steven and seconded by Matthew, late August: ALA supports 4JSC/BL/7. ALA agrees with LC that the rule should cover personal and corporate names as well as titles and that the rule should include multiple letter prefixes such as netLibrary. ALA also agrees with the CCC wording of A.30A.
6. **4JSC/Chair/71/Rev/Chair follow-up/6 [Outline for Chapter 25]:** Vote of 7-0 (1 not voting) in favor of a motion made and seconded, mid-October, after extensive discussion (which was closed October 16): The ALA representative to JSC will send a summary of CC:DA's discussion on this topic to the JSC, with CC:DA anticipating a chance to comment later on the rules proposed.
7. **4JSC/ALA/42 [Uniform Resource Names (4JSC/ALA/42)]:** Vote of 8-0 in favor of a motion made by Matthew and seconded by Kristin, late October: ALA withdraws its proposal on Uniform Resource Names.
8. **4JSC/LC/61 [Added entries (21.29B)]:** Vote of 8-0 in favor of a motion made by Steven and seconded by Mike, late November, to approve 4JSC/LC/61.
9. **4JSC/LC/61/CCC response [Added entries (21.29B)]:** Vote of 4-3 (1 not voting) in favor of a motion made by Dorothy and seconded by Kristin, early December, to endorse the CCC response but including Mike's version of wording as a comment.

10. **4JSC/Rule revision/2004/CCC rep response:** Vote of 8-0 in favor of a motion made by Kristin and seconded by Peter, mid-December, endorsing the CCC rep response.
11. **Task Force reports voted on by CC:DA during this time period:**
  - a. **FRBR Task Force:** report made in early August by chair Steven Arakawa (see #4 above); the Task Force also responded to two JSC documents, one in mid-December (*4JSC/Chair/76/Chair follow-up/4/Sec follow-up/LC response*, section #5) and one in late December (*4JSC/LC/60*), which will be presented at Midwinter 2004.
  - b. **Task Force on the Reconceptualization of Chapter 9:** As per JSC's request, this task force is on hold.
12. **Task forces formed:** Since the ALA Annual Conference in Toronto, three new CC:DA Task Forces have been appointed.
  - a. **Task Force on Specific Material Designations:** Vote of 7-0 (1 not voting) in favor of a motion made by Kristin and seconded by Matthew, early October, in favor of forming — as per JSC's request — a task force on SMDs. The **Task Force on Specific Material Designations (SMDs)** has been charged to write a background paper on SMDs. This Task Force was formed at the request of the Joint Steering Committee for Revision of AACR, in order to provide the background for a continued discussion of the SMD. The paper will focus on the principles, purposes, and structures of the SMDs, the relation of SMD terms to natural language (terms in common use), and the relation of the SMDs to other parts of the description. The Task Force will meet on Sunday evening during ALA Midwinter, and is expected to have a preliminary document before the JSC meeting in April 2004 and a final document at the ALA Annual Conference.
  - b. **Task forces to review IFLA documents:** Vote of 8-0 in favor of a motion made by Mike and seconded by Kristin, early October, to form two task forces to review IFLA documents: The **Task Force for the Review of "Guidelines for OPAC Displays"** was formed in response to the invitation from the IFLA Cataloguing Section to participate in the world-wide review of this document. Comments are due by February 13, 2004. The **Task Force for the Review of "Guidance on the Structure, Content, and Application of Metadata Records for Digital Resources and Collections"** was formed in response to the invitation from the IFLA Cataloguing Section to participate in the world-wide review of this document. Comments are due by February 16, 2004.

- c. **Task Force to Review ISBD(G):** Vote of 8-0 in favor of a motion made by Mike and seconded by Dorothy to form a task force to review the 2003 revision of *ISBD(G): the General International Standard Bibliographic Description*. The task force will be formed in early January, 2004. These comments are also due by February 16, 2004.

## II. Other Discussions and Actions

1. **Publication of “Differences Between, Changes Within: Guidelines on When to Create a New Record” (produced by the CC:DA Task Force on an Appendix of Major and Minor Changes):** After extensive discussion by the CCS Executive Committee and the ALCTS Executive Committee, the decision was made to make this publication available free over the Web to ALCTS members, and to have it be for sale to non-ALCTS members.
2. **Liaisons, representatives, etc., to CC:DA:** Chair of CCS, Jennifer Bowen, formulated a discussion paper for the CCS Executive Committee — which is responsible for deciding what groups may have a liaison to CC:DA — in order to make sure that all cataloging communities are represented on CC:DA.
3. **Review of NISO document on holdings:** The chair solicited comments from CC:DA members, rather than requesting a motion/second/vote for a task force, because the document is not solely to do with descriptive cataloging and seems to be more in MARBI’s area of interest than that of CC:DA’s.
4. **CC:DA to be reviewed by CCS Policy and Planning Committee (PPC):** The chair was notified December 12, 2003 that CC:DA is to be reviewed by the PPC; David Banush is the PPC liaison, and the filled-in questionnaire is to be sent in to him by March 1, 2004. The chair sent out a first draft of the filled-in questionnaire on December 30, 2003, with a request for a decision by January 15, 2004, as to whether a task force is needed to deal with this matter, or whether the membership will respond to the chair’s drafts.
5. **Possible CC:DA-sponsored program for 2005:** Matthew Beacom suggested, on December 19, 2003, that a CC:DA-sponsored program on the work of the International Cataloging Experts in preparing an international cataloging code (ICE ICC) would be a worthwhile topic. The chair will follow up in June or July of 2004 concerning forming a program task force on this topic.
6. **GMD/class of materials:** Since this was a JSC discussion paper, no formal CC:DA response was required or made. John Attig’s response was presented to JSC by the ALA representative to JSC.
7. **Orientation document for new members to CC:DA:** In mid-year, John Attig wrote an outline for this document; late in the year, the immediate past

chair and the current chair wrote some text, which John then added to and incorporated into his outline. The document will be available for CC:DA discussion during the first half of 2004.

8. **Review of ALCTS Web publication, Guidelines for the Cataloging of Microform Sets:** A group of three persons will be preparing this review — which the ALCTS Publication Committee has requested that CC:DA perform — in time for discussion at Annual 2004.