

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

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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).