

**Minutes (Draft)**  
**Bibliographic Standards Committee**

Virtual Meeting

Zoom, Monday, November 18, 2019

2:00 - 3:30 pm EST



1. Housekeeping and acknowledgments (Francis Lapka)
2. Review of BSC minutes, August 28, 2019, virtual meeting
3. Experts Directory (Liz Adams)
4. AMREMM/DCRM(MSS) Review Group, Final Report (Jennifer MacDonald)

Members present: Francis Lapka, Yale Center for British Art (chair); Liz Adams, Duke University; Katelyn Borbely, ProQuest; Amy Brown, Boston College, Burns Library; Brenna Bychowski, Beinecke Library, Yale University (Controlled Vocabularies Editorial Group co-editor); Kalan Knudson Davis, University of Minnesota Libraries; Matthew Ducmanas, Temple University; Alison Greenlee, Wayne State University; Jessica Grzegorski, Newberry Library; Elizabeth Hobart, Pennsylvania State University; Linda Isaac, Houghton Library, Harvard; Jason Kovari, Cornell University; Deborah J. Leslie, Folger Shakespeare Library; Michelle Mascaro, University of California San Diego; Philippe Mongeau, Rare Book School, University of Virginia; Honor Moody, Harvard Library (CC:DA liaison); Kate Moriarty, Saint Louis University (secretary); Iris O'Brien, British Library; Lauren Reno, Duke University Libraries (Controlled Vocabularies Editorial Group co-editor); Jessie Sherwood, University of California Berkeley, Robbins Collection; Brian Stearns, University of Alberta; Brittney Washington, Harry Ransom Center.

Visitors: Erin Blake, Folger Shakespeare Library; Diane Dias De Fazio, University of Iowa Libraries; Matthew Haugen, Columbia University; Ryan Hildebrand, University of Oregon; Anna Loewenthal, Loyola Notre Dame Library; Jennifer MacDonald, University of Delaware; Danijela Matković, Beinecke Library, Yale University; Ann Myers, Stanford University; Margaret Nichols, Cornell University; Euem Osmera, University of Nebraska Medical Center, McGoogan Library of Medicine; Felicia Piscitelli, Texas A & M University; Sara Schliep, Folger Shakespeare Library; Manon Thérout, Library of Congress (Library of Congress liaison); Amy Tims, American Antiquarian Society; Laura Wilsey, Stanford University.

Members absent: Valerie Buck, Brigham Young University; Rafael Linares, La Casa del Libro.

**1. Housekeeping and Acknowledgments (Francis Lapka)**

The chair acknowledged two recent milestones. He thanked Annie Copeland, Jane Gillis, Randy Brandt, and Stephen Skuce for completing the writing of *Examples to Accompany Descriptive Cataloging of Rare Materials (Serials)*. The work was approved by the Bibliographic Standards Committee (BSC) earlier this month and now awaits review by the RBMS Executive Committee, after which it will be posted as a PDF to [rbms.info](http://rbms.info) and entered as a resource into *Cataloger's Desktop*. The chair also congratulated Matt Ducmanas, Katelyn Borbely, Brittney Washington, and Larry Creider for their work

in updating and enhancing [Web Resources for the Rare Materials Cataloger](#) and completing its move earlier this month to [rbms.info](http://rbms.info).

## **2. Review of BSC minutes, August 28, 2019, virtual meeting**

There were no comments on the August 28, 2019 draft minutes. The chair will open a poll to vote on them via ALA Connect. [N.B. The draft minutes were approved via an ALA Connect poll November 21-December 4, 2019.]

The chair reminded the meeting of the need for a BSC secretary come July 2020. The required term length has been changed to one year with two or three years being preferable. The chair also clarified that the secretary role fulfills the requirement that all BSC members be involved in a specific BSC activity. Anyone interested can contact the chair or the current secretary. [N.B. Since the meeting, the chair appointed volunteer Danijela Matković.]

## **3. Experts Directory (Liz Adams)**

The Experts Directory evolved out of discussion at the 2016 RBMS Conference seminar, [Succession Planning for Rare Materials Cataloging](#), as a vehicle for deeper or more extensive guidance from self-identified technical services experts than that available via the DCRM-L electronic list.

The editor started by thanking the previous editor, Linda Isaac, and the Web Team liaison, Kelli Hanson, for their leadership in getting the Directory to its current state. She then led a discussion of the resource based on her [report](#).

The short-term goal is to work with the Web Team on several design elements, specifically customization of the display, such as developing a child template; search functionality (also of interest to the editors of *Web Resources for the Rare Materials Cataloger*); and ordering the entries alphabetically. Additional suggestions from meeting attendees included adding a field to the Contact Information form for a link to the expert's web page (when applicable); including editor contact information for communicating updates to an expert's Contact Information entry; and changing the label of the Browse tab to reflect that the browse is by area of expertise. It was decided that the Directory would be open to experts outside the U.S., so a field for country will be added to the Contact Information form.

After a brief discussion on the scope of the resource, it was decided that, for now, we will limit the areas of expertise to technical services rather than open it up to all special collections services. There was also a discussion on what we mean by "expert." This remains an open question and requires a balance between avoiding a too-formidable definition of expert and one that is meaningful enough that it ensures that questions/discussions that could be addressed on DCRM-L do not move to this resource.

## **4. AMREMM/DCRM(MSS) Review Group, Final Report (Jennifer MacDonald)**

In their [Final Report](#), the AMREMM/DCRM(MSS) Review Group recommends combining [Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early Modern Manuscripts \(AMREMM\)](#) and

[Descriptive Cataloging of Rare Materials \(Manuscripts\) \(DCRM\(MSS\)\)](#) into one standard. The group also recommends aligning the new standard with the [IFLA Library Reference Model \(LRM\)](#) and [Resource Description and Access \(RDA\)](#), and continuing its alignment with DCRM, currently [under revision](#). This may prove challenging, however, in a consolidated DCRM manual. As the combined AMREMM/DCRM(MSS) manual may require sections with a parallel structure to accommodate the instances in which AMREMM and DCRM(MSS) differ, incorporating these new guidelines into a combined DCRM manual may add complexity. A concern was also raised regarding the potential of losing DCRM(MSS)'s archival focus if the new manuscripts standard were combined with other DCRM manuals. A decision on the logistics of incorporating manuscripts into the revised DCRM guidelines (whether as part of a consolidated or a separate manual) will be deferred until after the release of the first iteration of the DCRM RDA guidelines for books.

The "User Needs for Single Item Manuscript Catalog Records" survey administered by the Review Group in June and July of 2019 yielded a wealth of information from both information users and information managers. As the data will be useful both in developing the new standard and in future research on the data needs of single-item manuscript users, the Review Group recommends making it freely available. [N.B. Following the meeting, all documents submitted by the Review Group were posted to the BSC [Meeting Documents](#) page.]

Results of the survey indicate that many patron needs would be met by integrating AMREMM and DCRM(MSS). Areas needing more attention include refining the guidelines on devised vs. transcribed titles and adding guidelines on genre and form access points.

Regarding meeting the needs of information managers, the Review Group recommends including guidelines on describing non-Western manuscripts; making the new standard freely available - without the need for a subscription to the RDA Toolkit; and coordinating with the RBMS RDA Editorial Group to retain the manuscript guidelines in [DCRM\(Cartographic\)](#), [DCRM\(Graphics\)](#), [DCRM\(Music\)](#), and [DCRM\(Serials\)](#). The survey also revealed heavy use of the [RBMS Controlled Vocabularies](#) and the utility of adding manuscript-specific terms to the Vocabularies, to which the Controlled Vocabularies editors agreed.

The BSC chair declared that the Review Group has fulfilled its charge and thanked the members for their work. [N.B. The AMREMM/DCRM(MSS) Review Group Final Report was approved via an ALA Connect poll November 21-December 4, 2019.]

The meeting closed at 3:30 p.m.

Respectfully submitted January 9, 2020 by Kate Moriarty, RBMS Bibliographic Standards Committee secretary.