

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS / BRITISH LIBRARY COMMITTEE ON RDA

CONSTITUTION

1. Name

The name of the committee shall be the:

*Chartered Institute of Library and Information Professionals / British Library
Committee on RDA (CILIP/BL)*

2. Purpose

CILIP/BL shall be the national committee in the UK responsible for the development and maintenance of *Resource Description and Access (RDA)*. The functions of CILIP/BL shall be:

(a) to represent within the UK the interests of the British constituency regarding all aspects of RDA;

and

(b) to ensure that the Chartered Institute of Library and Information Professionals and the British Library representatives of the *Joint Steering Committee for Development of RDA (JSC)* are briefed on the position of the British constituency regarding all aspects of the development and maintenance of RDA.

3. Duration

CILIP/BL shall exist for the duration of the development of *Resource Description and Access (RDA)* and subsequent revisions.

4. Membership

4.1 CILIP/BL shall comprise not more than seven members; not more than four appointed by the Chartered Institute of Library and Information Professionals, not more than three appointed by the British Library.

4.2 In addition to the appointed members, the Chartered Institute of Library and Information Professionals representative and the British Library representative on the *Joint Steering Committee for Development of RDA* shall be ex-officio members of CILIP/BL.

4.3 Each organisation shall appoint its representatives for such period and subject to such conditions as it shall determine.

4.4 CILIP/BL shall elect a Chairperson from among the representatives appointed by the Chartered Institute of Library and Information Professionals for such terms of office as will enable CILIP/BL to proceed smoothly with its work.

4.5 The secretariat of CILIP/BL shall be provided by the British Library. The Secretary shall serve as an officer of CILIP/BL and not be a member of CILIP/BL.

5. Terms of reference

5.1 Programmes of work to develop RDA:

- (a) To assess the need for development of RDA from the British point of view, to formulate the British position on the development of RDA for the programme of work to be undertaken by the JSC, and to direct matters of British concern and interest to the JSC via the British representatives.
- (b) To assess the impact on British catalogues and cataloguing practice of the changes and developments in the programmes of work formulated by the JSC; and to ensure that the British constituency is informed on these matters.

5.2 Rule and text revisions:

- (a) To receive and co-ordinate specific proposals for rule and text revisions from the British constituency; to integrate and agree these proposals; and to direct the agreed proposals to the JSC via the British representatives, with the aim of assisting in the process of development, maintenance and revision of RDA.
- (b) To formulate a response from the British constituency to proposals for specific rule and text revisions received from the other national constituencies, and to advise the British representatives on JSC concerning the views of the British constituency on these proposals.

5.3 RDA promotion and use

To promote the use and development of RDA in the British constituency; including disseminating information regarding RDA maintenance and development, and facilitating the exchange of views and information about RDA in other UK groups and bodies.

6. Conduct of business

6.1 CILIP/BL shall meet at such intervals as it considers appropriate to discharge its functions.

6.2 CILIP/BL shall seek to reach decisions by common consent.

6.3 CILIP/BL shall conduct its business within the framework of the programmes of work formulated by the JSC. CILIP/BL members shall receive all JSC papers relating to the programme of work. Arrangements for the receipt and dissemination of JSC papers to CILIP/BL members shall be made by the secretariat.

6.4 CILIP/BL shall seek such advice as it sees necessary to discharge its functions from specialists in the profession at large, inviting attendance of such specialists to its meetings as appropriate.

6.5 CILIP/BL shall seek such advice as it sees necessary to discharge its functions from liaisons representing specific organisations who have a particular interest in the development of RDA, inviting participation by representatives of such organisations by means of correspondence or through attendance at its meetings as appropriate.

6.6 CILIP/BL shall address its agreed proposals for the development and revision of RDA and its views on proposals for revisions from other national constituencies to the JSC through the British representatives on JSC. CILIP/BL shall arrange for the preparation of such papers and responses as are necessary to ensure that the British representatives on JSC can effectively discharge their duties with regard to British interests in developing and maintaining RDA.

7. **Expenses**

- 7.1** The Chartered Institute of Library and Information Professionals shall meet the expenses of the CILIP/BL members it appoints.
- 7.2** The British Library shall meet the expenses of the CILIP/BL members it appoints.
- 7.3** The British Library shall meet the expenses of the CILIP/BL secretariat.

7 July 2008