

Document Publication Policies

V0.01	First draft
V0.02	Some minor changes (E.g., using PIDs) + application of template
V0.03	Major update to deal with our new repository and change of insights.

Author: Herman Stehouwer Purpose: define a (very light) policy for official RDA documents.

Types of document

We currently recognize the following types of documents:

- Case Statements – for currently active Working Groups.
- Charters – for currently active Interest Groups.
- Recommendations – see Recommendations policy.
- Policy – for currently active RDA related policy.
- Other – For instance white papers produced by RDA groups.

It is possible that documents are retired at some point for some reason. Then their status changes to one of the following:

- Finished – Case Statements or Charters of groups that are no longer active, i.e. they have finished their activities.
- Defunct – Documents which are no longer relevant. IFF the document is replaced by another this will be indicated.

When is a document official?

A Document is official after council, or the appropriate RDA Body as designated by council approves it. Once a document is official the secretariat will make sure it is published in the repository.

Any RDA group can ask for a certain document to be considered for official document status.

For several documents council has already designated an RDA body. We will list these below.

- The landscape of WG and IG groups document is owned by TAB.

- The Plenary guidelines are owned by secretariat.
 - The chair preparation advice document is owned by TAB.
 - RDA Organisational Member application is owned by the OAB.
 - RDA Organisational Member subscription application is owned by the OAB
 - RDA Organisational Member Agreement is owned by the OAB
 - RDA Organisational Subscription Agreement is owned by the OAB
- Groups can request inclusion of documents (white papers for instance).

How do we publish it?

Documents will be published in the official RDA repository according to process. All documents will get a full descriptive metadata¹, which includes some extra information such as:

- RDA Group responsible for the document (group).
- Contact person for the document.
- Type of document

Each document will get a DOI.

Need a process to associate with the policy.

¹ The metadata will be based on the addition of the DOI metadata, the metadata mandated by the repository, and the metadata as defined by our recommendation process (Dublin core).