

## Policy for New Translations of RDA

This document serves as a practical guide for groups considering translating RDA. It sets out the policy developed by the Copyright Holders of RDA, in consultation with the RDA Board and the RDA Steering Committee (RSC), for the creation and maintenance of translations of RDA. The document clarifies the work and commitment involved and the decisions that translation groups will need to make. This document also establishes the Copyright Holders' expectations for the full range of translation options. Written permission from the Copyright Holders is required for any translation of RDA.

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### 1 Background

Although English is the original language of RDA, the RDA Board and the Copyright Holders have a firm commitment to further internationalization of the standard. One internationalization effort came to fruition in 2013, with the first translations of RDA in French and German, which were released both in print and digitally via the RDA Toolkit. The Copyright Holders learned a great deal about both the translation and development processes from the rollout of these and subsequent translations, as well as from discussions with other groups interested in translations.

The Copyright Holders remain prepared to work with interested parties to make new translations of RDA possible. There are two different approaches to translating RDA:

- Full translation, incorporated into the RDA Toolkit

- Partial translation, not incorporated into the RDA Toolkit.

The Copyright Holders recognize that each translation project is unique and are prepared to be flexible and open to specific conditions that are likely to arise. It should also be understood that in all the scenarios discussed below, there is an assumption that translation partners will bear the costs of the editorial work (translation, proofing, maintaining, etc.) associated with the project.

## 2 Who Should Translate RDA?

Creators of library and cultural heritage resource metadata who seek to use RDA in their own language are encouraged to pursue translating RDA. For all language versions, the expectation holds that the standard be clear and accessible to all speakers of that language. In identifying translation partners for RDA, the Copyright Holders are looking for the following qualifications:

- a deep knowledge of international cataloguing practices and terminology (for example, ICP and IFLA LRM) as well as RDA
- an open collaborative translation process that accounts for the full community of likely users of the translation
- a clear commitment to promoting RDA within the language community, including support for RDA training and implementation
- sufficient resources to complete and maintain the work, including bearing the costs of the initial translation and timely translation of RDA updates and changes.
- no previous translation existing in that language

## 3 Planning for Translations

While the Copyright Holders believe that a positive solution can be found for each RDA Toolkit translation request, publication in the Toolkit may not be the best choice for each translation. Some questions that should be addressed when considering a translation for inclusion in the Toolkit are:

- **Is the language community likely to support an online service like the Toolkit?** Are cataloguing institutions prepared to use this sort of tool and is the annual Toolkit subscription affordable for the community?
- **Is the translation partner fully prepared to meet the demands of both the initial translation and the subsequent maintenance?** Translation partners are expected to update their translation of RDA to reflect changes to the text. The Copyright Holders

will retain the right to drop translations from the Toolkit that are not kept up-to-date.

- **Does the translation represent a significant development challenge for the Toolkit?**  
Translations for languages using scripts not yet in the Toolkit may require a higher licensing fee, which will be evaluated on a case-by-case basis.
- **What is the community's development schedule?**  
Plans to add a translation to the Toolkit are often tied to training and implementation schedules in a language community. Given the costs and resources involved in adding a translation to the Toolkit, it is necessary to establish a queue for adding new translations to RDA Toolkit. Once an agreement is reached and a rough schedule for the translation process is established, a translation will be slotted into the queue for publication. The Copyright Holders anticipate publishing no more than 2-3 new translations in a year.

#### **4 RSC Translations Working Group**

The RSC has established a standing working group, the RSC Translations Working Group, to provide expertise and to assist with the development of RDA and its translations. The Working Group supplies feedback to the RSC on language issues, including phrasing that is difficult to translate from English, and identifying instructions that may reflect a cultural bias. Members of the Working Group include a representative for each full translation of RDA and at least one general representative for partial translations.

#### **5 RDA Reference**

For all translation agreements, the Copyright Holders require that the translation partner complete a translation of RDA Reference as the initial step in the process. This part of the translation will be uploaded to the RDA Registry and made freely available to any developer looking to build RDA-related applications for the language community. RDA Reference includes all RDA elements, their definitions and any related scope notes, and all value vocabulary terms and definitions. The Copyright Holders will supply the translation partner with CSV files in a shared workspace for the submission of the RDA Reference translation. This will be a regular process in order to keep the RDA Registry up to date with the changes to the RDA Reference information.

Partial translations end with the translation of RDA Reference. Translating RDA Reference does not require payment of any licensing fee and greatly reduces the development and maintenance requirement, while still providing a value to users.

## 6 Full Translations

Full translations of RDA that are intended for publication in the RDA Toolkit will receive extensive support and guidance from ALA Publishing, which will provide online translation tools and technical support. Inclusion of any translation in the RDA Toolkit is subject to the following conditions:

- The Copyright Holders will retain electronic rights to the translation.
- The translation partner will pay a licensing fee for permission to translate.
- The translation partner will translate the full user interface of RDA Toolkit. Translation of the help files is optional.
- The translation partner will agree to maintain and revise the translation as needed.
- The translation partner will implement RDA as a cataloguing standard within 2 years of publication of the translation on the Toolkit.
- The Copyright Holders will provide translation groups working on a Toolkit project with the necessary online tools to complete the translation as well as the training and support to use those tools.

## 7 Translating RDA for Print

Changes to the standard as part of the RDA Toolkit Restructure and Redesign Project (known as 3R) make a full print version of RDA unlikely in the future. The Copyright Holders are pursuing a plan for print that includes 3 volumes—RDA Glossary, RDA Essentials (provides basic instructions for key RDA elements) and RDA Examples. These volumes may be translated for print, and the Copyright Holders are happy to support such efforts, but there will be several questions to address related to doing so.

- **Which volumes of the print set will be translated?** The Glossary will be ready for print translation before the end of 2019. The RDA Essentials and RDA Examples volumes will be available at a yet to be determined date. Any translation agreement would require a clear statement of which print volumes are to be translated.
- **What fees and royalties will be paid?** There is an expectation that the fees will consist of an initial permission fee and an ongoing royalty based on sales to be paid to the Copyright Holders for commercial distribution of a translation of RDA print volumes. The royalty rate is determined during negotiations and dependent on several factors, including market size.
- **Is the translation also being added to RDA Toolkit?** If the translation will also be published in RDA Toolkit, ALA Publishing will take a larger role in the print production

process. Creation of PDFs of RDA Toolkit content is a standard procedure for RDA Toolkit and these PDF files can easily be transformed into print files for the glossary and (perhaps) the RDA Examples volume that can be supplied to the publisher of the translation.

- **Is the translation partner interested in continuing revisions and updates?** The commercial distribution of a translation may be a one-off agreement, but translators should be aware that RDA is continuously updated and that the scope and scale of some updates may be substantial. Potential translating partners should determine their level of commitment to RDA print translation. This is an important decision in determining the most appropriate method of distribution for their community.

## 8 Translating RDA for Study/Evaluation

Some groups have asked for permission to translate RDA to evaluate the standard for future cataloging use. The Copyright Holders are happy to grant permissions for research.

However, if there is any plan to publish or distribute the translation, then payment of a licensing fee is required. Typically, the involvement and support from the Copyright Holders is minimal with this option, and the permissions agreement does not include any obligation to update or maintain the translation.

## 9 Summary of Translation Options

Translating for...	RDA Reference	Maintenance	Licensing Fee and/or Royalties	Working Group Participation	Authoring Training and Support
RDA Toolkit	Required	Required	Yes	Yes	Yes
RDA Reference	Required	Optional	No	Limited representation	Yes
Study	Required	Optional	No	No	No