

PCC Policy Committee Meeting

November 1—2, 2007

AGENDA

November 1, 2007 9:00—5:00

8:30-9:00 Coffee

9:00-9:15 Welcome and Introductions [R. Mugridge, 15 minutes]

9:15-10:15 WorldCat Local & Network-Level Catalog Discussion [Steve Shadle Document 1]

BREAK 10:15—10:30 [15 minutes]

10:30-11:15 RDA Update, Training Issues [B. Wiggins, B. Tillett, C. Miller] Background link: LC Press Release Oct 22, 2007: "[Library Of Congress Partners With British, Canadian And Australian National Libraries On RDA Implementation](#)"

Question about LCRIs and RDA [Document 2]

Education and training partnerships and RDA [Document 3]

11:15-11:45 PoCo Presence at IFLA [R. Mugridge, A. Franks Document 4]

11:45-1:00 Lunch

1:00-5:00 PCC Strategic Plan/Action Items/PoCo Assignments

- PoCo liaison assignments to Standing Committees [R. Mugridge, 15 minutes]

PoCo Decisions/Updates

- Individual CONSER Membership Proposal [L. Hawkins] [Document 5, 15 min]
- PCC Task Group on the Internationalization of Authority Files Charge [20 minutes] B. Tillett Document 6]
- NACO Normalization report: Discussion of next steps. [C. Sturtevant, 25 minutes]
Links to background documents:
 - Current Policy: <http://www.loc.gov/catdir/pcc/naco/normrule.html> .
 - Proposed policy: http://www.loc.gov/catdir/pcc/archive/PCCNormalization_Final.pdf .
- Update on Integrating Resources, including PCC Task Force on Provider Neutral Record for Electronic Integrating Resources. Background link: [Final Report](#) [L. Hawkins, 15 minutes]
- PCC Ad Hoc Task Group on Series Update Background link: [Charge](#) [L. Hawkins, 30 minutes]

BREAK 3:00-3:15

PoCo Decisions/Updates cont'd

- Catalogers Learning Workshop Editorial Team (questions about joint management of workshops (PCC, LC, ALCTS) [C. Sturtevant 20. minutes] [Document 7]
- Update on LC Working Group on the Future of Bibliographic Control [B. Wiggins]
- Update on LC reorganization [B. Wiggins]

**PCC Policy Committee Meeting
November 1—2, 2007**

November 2, 2007 9:00—12:00

8:30—9:00 Coffee

9:00-9:10 Related New Business, if any [PoCo Members, 10 minutes]

9:10-9:40 Reporting

- OCLC Update [G. Patton, 10 minutes]
- NACO/BIBCO/SACO [C. Sturtevant, 10 minutes]
- CONSER [L. Hawkins, 10 minutes]

9:40-10:10 Reports of the Standing Committees (10 minutes each)

- Standing Committee on Automation [G. Charbonneau (for A. Tarango) [Document 8]
- Standing Committee on Standards [J. Schuitema] [Document 9]
- Standing Committee on Training [C. Miller] [Document 10 Forthcoming]

Break 10:30—10:45 [15 minutes]

PCC Budget [B. Wiggins, 10 minutes]

PCC Participants' Meeting Agenda, ALA Midwinter 2008 [R. Mugridge, 5 minutes]

Election of Chair Elect [R. Mugridge, 5 minutes]

Wrap-Up [R. Mugridge, 15 minutes]

Adjournment 12:00

Additional Resources

These resources might be useful as an orientation to PCC Policy Committee (these documents are for information only, not required for the meeting):

PCC Secretariat Functions Performed by LC [Document 11]

[Governance Document](#)

List of PoCo members and meeting attendees [Document 12]

Document 1
Email from Bill Jordan to Big Heads
Colleagues,

Appended below is a note that I sent to OCLC (Lorcan Dempsey, Chip Nilges, Phyllis Spies, and Jim Michalak) a couple of months ago. They were going to have some internal discussions and get back to me, but I haven't heard anything.

Is there any interest within Bigheads in pursuing these ideas with them?

--Bill

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After the public release of WorldCat Local (WCL), some of us have started to look at the implications this network-level discovery tool has for bibliographic record maintenance. As I talk to senior management here and at other libraries about WCL, one question immediately comes up: how will WCL change technical services operations and more particularly what efficiencies might WCL enable in those operations? Should our notion of the bibliographic utility change from a source of records for download to a shared bibliographic services environment that encompasses network-level discovery and network-level record maintenance? If so, what needs to happen to make that transition possible?

At the University of Washington, we do our cataloging with OCLC Connexion, download the records, and add them to the local catalog database. Corrections, updates, authority work, and other maintenance is performed on the local copy of the record. Changes to the local copy are generally not fed back to OCLC and changes to the original OCLC record made by others are not propagated to the local system. In an environment like WorldCat Local where discovery takes place against the master record in WorldCat and not against the local records, local-only maintenance becomes invisible to the user. Further, there is a duplication of effort when and if each library performs essentially the same maintenance on local copies derived from the same OCLC master record instead of making the change once at the network level. In our Database Management section, we estimate 2 FTE devoted to authority processing alone; if this is at all typical for ARL libraries, it represents in aggregate a \$10-15M annual expense for this single maintenance function. What efficiencies could result from moving this activity to the network?

It should be noted that we do not follow this local maintenance procedure for our serials cataloging. As a CONSER library, we do have experience over a sustained period with maintaining changes to records at the OCLC level. Whether the CONSER model would scale to non-serial items is open to debate, but CONSER does provide one example of network-level shared

maintenance working from a master record.

When asked why they did record maintenance locally, our catalogers identified several barriers to moving this set of activities to the network-level:

- * As currently conceived, obtaining format-specific enhance permission is unwieldy and unworkable.

- * Without enhance status, you lose the ability to edit your contributed record after another holding symbol is added.

- * Tools like global update and updates against a list of records (e.g., III's "create lists" function) that we use in local maintenance work are not available in the OCLC database.

- * There is no comprehensive, consistent post-cataloging authority control in the OCLC database so changed headings are not updated. Controlled headings may be meant to enable post cataloging authority control, but the feature does not function as it should.

When asked to imagine an environment where maintenance was done at the network level, a number of suggestions were put forward:

- * Obtaining enhance status becomes more open and more of a community responsibility. It isn't necessary (or desirable) that everybody participates, but the culture needs to shift from requiring perfection to making it easy to correct errors and to provide the editor with instructive feedback where needed.

- * The general level of training needs to be raised. Perhaps this is an area where PCC can take the lead (e.g., producing a BIBCO manual, conducting workshops, etc.), perhaps with help from RLG Programs.

- * There is a conflict resolution process to avoid edit wars.

- * Record edits are signed, an edit history is kept, and reversion is easy. This is already in place for authority records; it needs to be extended to bib records.

- * Network-level maintenance tools that are the functional equivalents of those available in local systems need to be available.

- * OCLC needs to implement authority control and assume responsibility for coordinating heading updates. Where manual review is needed, this work might be shared between OCLC and qualified libraries in some manner.

- * A more granular bib notify process needs to be devised, where you can subscribe to particular kinds of edits for records. This is especially important in a transitional environment where you don't want to risk losing local edits on legacy records.

Some have asked whether the forthcoming ability to maintain institutional records within the OCLC database would answer some or all of these needs. While the institutional record functionality will be valuable for certain classes of records (e.g., those with copy-specific notes, special collections materials, etc.), simply moving local copy maintenance from

the local system to the OCLC database would provide no gains in efficiency. The real efficiencies arise from the ability to share ongoing maintenance and take advantage of the work done by others.

Making these changes will not be easy. There are technical, political, and cultural hurdles to overcome, but the potential benefits in moving to a shared bibliographic services environment are substantial. We can leverage the work being done by technical services staff at libraries around the world, and we can all benefit from each others' contributions to our common enterprise.

A shared bibliographic services environment can provide a cost-effective way to continue providing the level of bibliographic control that the cataloging community has spent the last century developing. In an environment where, at best, institutional investments in cataloging activities will remain at current levels, the alternatives look bleak: fewer headings under authority control, less subject analysis, less description, and more unmaintained records. That isn't the level of service that we want to offer our users.

Document 2

Question about future of LCRIs after RDA is implemented
Steering Ctte:

Below is an RDA related matter that PCC will need to address. Perhaps, this can be part of the RDA discussion in Nov.

beacher

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PoCo will need to decide what they wish to do when the LCRIs are gone in addition or in place of anything LC decides to do. For example, should we continue to indicate both an LC and PCC decision about rule options or alternatives or which rules to not use (as we now do with the LCRIs)? Presumably, PCC has no wish or wherewithal to prepare its own guidance on rules and would rely on LC?

PCC SC colleagues:

With her permission, I have excerpted portions of the overall report on *RDA* activities Majorie Bloss (RDA Project Manager) prepared. These excerpts touch on the training aspects that PCC may be interested in supporting.

The 1st excerpt mentions long distance training, if the content is provided.

The 2nd excerpt cites among other areas of possible interest, the desire for a co-chair of the ALCTS TF. Related to this, in my meeting with Charles Wilt on Wed., he stated that ALCTS would welcome having a PCC member nominated to the TF, if PCC felt that would be useful.

beacher

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RDA Advisory Group (6/22): This is a group that Don Chatham and Catherine English (ALA) have put together for the purpose of advising them on RDA products and marketing.

Towards the end of the meeting, one of the participants stated that it wasn't the new RDA instructions themselves that worried her as much as the new concepts (e.g., FRBR) and vocabulary. Other attendees agreed. This began a brief discussion on RDA implementation and what would be useful. The upshot was that training sessions on preparing for RDA would be extremely helpful and that delivering them over distance learning mechanisms (Web-X, etc.) could be effective.

After the meeting, I spoke briefly with Troy Linker (ALA Publishing) who said that ALA had the equipment for distance education if someone could provide the content.

ALCTS RDA Implementation Task Force (6/24): This task force was formed after the ALA Midwinter conference. Currently, Dr. Ann O'Neill (Emporia University, Kansas, professor in the GSLIS program) is chairing it, although they are looking for a co-chair. The committee's make-up is diverse, already includes people with ties to the Medical Library Association, National Library of Medicine, the Library of Congress, and OCLC, to name a few. Ex-officio members include Cheri Folkner (chair of CC:DA), John Attig and me.

The task force is working with Matthew with the intent to combine the RDA Forum with a program sponsored by the task force for the summer 2008 conference.

The task force's main focus is on RDA implementation. I passed along Beacher's information about the national libraries' plans. I also shared what I had heard from the RDA Advisory Group and Medium Heads - about how they felt they needed help making the transition from (for example) FRBR's conceptual model to examples they could envision.

We decided that since we have nearly a year between now and when RDA content is more or less finalized, we would spend the time developing a series of "Preparing for RDA" modules. FRBR is the most immediate one. Another module might be basic Dublin Core. (I know it isn't really RDA but we mention it so much that providing some basic information on it would be valuable.) Module 3 might be RDA vocabulary (such as we used "main entry" in AACR2 and "primary access point" in RDA). Module 4 could be major instruction changes between AACR2 and RDA. (True, not all instructions have been identified or agreed to, but we certainly know some of the big ones.)

We thought that in addition to the traditional delivery mechanisms, we also provide these using distance ed equipment - developing PowerPoints, coming up with a script that could be used by a number of people, etc. This can be a response to administrators' concern about training costs.

The first module, FRBR, is one that we would like to offer in the late third, early fourth quarter of this year. If you have additional ideas for modules, please pass them along to me.

Document 4

Dear Steering Committee,

I am forwarding an e-mail from one of the Coop Team members as a useful focus for something that the Steering and Policy Committees have discussed in the past: increased PCC presence internationally. In this case, IFLA will be in Quebec August 2008. It is not too early to discuss what we want to do, and how.

The incoming chair, by the way, is Derek Law from the University of Strathclyde, a NACO participant.

Anthony

>>> John Norman Mitchell 07/10/07 5:34 PM >>>
Tuesday, July 10, 2007

Dear Tony,

This email is intended to serve as the impetus for exploring the possibility of PCC participation in the upcoming 2008 IFLA conference in Québec City. I had spoken with you about this pursuit in light of recent discussions that took place during the ALA Annual Conference here in Washington, D.C. and felt that a written follow-up to that conversation would be beneficial to assure that this opportunity would not disappear from the radar screen.

This endeavor falls directly in line with the fourth strategic direction of the PCC, lifted directly from the document, and should be fully supported in conjunction with the Joint Task Group on International Participation in the PCC, which asks that the PCC

- * Increase the effectiveness and international impact of a shared authority file
- * Explore translation protocols for bibliographic information
- * Increase international visibility of the PCC
- * Explore reconciliation of PCC and other international standards

by:

- * Meeting in conjunction with IFLA
- * Emphasizing the PCC presence at IFLA

This radar blip is blinking brightly as a result of the impending negotiations with the Université Laval in Québec City to host the jointly-developed ALCTS/PCC "Basic Subject Cataloging Using LCSH" workshop sometime this late Summer/early Fall 2007. The Université Laval currently uses LCSH by translating LCSH terminology into French to enable its use in representing subject content of its collections. It is exceedingly exciting to think that LCSH has been fully translated into French, yet the PCC has not made use of these terms which could be linked to a virtual subject authority file.

It has always been well documented that SACO is often the first component program to which international participants are attracted and to which these institutions can contribute without becoming a member of OCLC. The lack of financial drawbacks to SACO membership is also extremely attractive and enables the PCC to reach across borders and welcome institutions outside the boundaries of the United States.

Hopefully, this opportunity will not be lost and that the upcoming training for the Université Laval could be expanded to open a dialogue about sharing those authority records in French or in sharing the translations of the LCSH terminology which has already been completed.

Please try to get the PCC on board with this arena, and pursue those here in LC who may feel it prudent to engage in subject discussions and allowing the PCC to have a real presence in IFLA, rather than merely virtual.

John

Document 5

Individual membership for CONSER members Pilot Project

Update from our pilot member:

Eugene Dickerson gave a presentation at the CONSER Operations Meeting in May 2007 on his experience as a pilot "individual" member. Gene was a CONSER cataloger at NLM before he moved to the State Department. His new institution was enthusiastic about his continuing CONSER work if possible and this has been a major part of the pilot's success. One question is what are requirements for individual membership? Production quotas have not been established. As far as PCC statistics go and as far as OCLC authorization goes, the membership is institutionally based, not really individually.

Suggestion from the Operations Representatives: to expand this pilot we should develop an "individual consortium" approach. This would be a way to provide cooperative mentorship, training, etc. like the UC funnel. Quotas are funnel-wide, not institutionally based.

Several other CONSER operations representatives have mentioned they would be interested in pursuing individual member status. One of these is a person who has moved from a full time job at a CONSER institution to a full time job at a non-CONSER institution. Two others are CONSER catalogers working part time or on a volunteer basis at a non-CONSER institution.

Advantages:

- a) Members who have participated in PCC committee work, training efforts like SCCTP or CLW, are still able to continue making a variety of contributions to the PCC
- b) Wider pool of people doing maintenance work.
- c) Participation in requesting ISSN from NSDP through the online request form
- d) Special contributions from new work place, e.g. e-serial authentications.
- e) New institution gets OCLC credits

Disadvantages:

- a) Are there any additional costs to the new institution in getting CONSER authorization if an institution is already a Connexion user?
- b) A potential increase in the number of new members means an increase in some of the administrative details that need to be taken care of when a new member applies: approval of new memberships, issuing of LCCN (for CONSER), incorporating statistics (not a small consideration in and of itself), obtaining OCLC authorizations and there are probably other issues.

Questions

How will individual membership "rights and responsibilities" be spelled out in the PCC governance document?

How high should contribution levels (statistics on authentications and maintenance) be set for individuals? Comment: probably not as high as for institutions, the numbers added by individuals may be small, but hopefully consistent. It may be that some individual members will provide more maintenance transactions than new authentications. As with change in the Enhance level, we want to

allow individuals to authenticate new records (add the record to the CONSER database) when they create a new record for a title change in OCLC.

Requirements for individual membership: Institutional

- a) For CONSER, the individual's institution must already be an OCLC Connexion user.
- b) The new institution agrees to allow the employee to do CONSER work in the course of regular duties.
- c) The new employee would need to do authority work. This would be done through the institutions authorization. How would it be counted for NACO?

Requirements for individual membership: Individual

- a) What minimum requirements for becoming an individual member do we require, some number of months or records already contributed from previous CONSER institution?

PCC Task Group on the Internationalization of Authority Files

With a view towards forging a bold new direction for PCC, the following model for internationalization of authority files is offered for consideration by PCC. Under such a model, PCC would expand to encompass national or regional branches that follow common standards for rule interpretations, subject headings, classification, romanization/transliteration. Those following *AACR2*, *LCRIs*, *LCSH*, *LCC/DDC*, *MARC 21*, and *ALA/LC* romanization would be part of one branch. Other branches could center around other national or regional standards with focus on a particular language/script but following a basic PCC model. PCC then would become an international consortium of branches that preserve the local standards that best suit their local users. With the development of *RDA: Resource Description and Access*, it may be that PCC could require at least the shared use of that international cataloguing standard along with *MARC 21* as a commonly agreed basis. PCC authority record contributions could be made to a virtual international authority file a (VIAF), and records shared freely throughout such a system.

Following the suggestion of earlier PCC Task Groups, prospective members of PCC should be given an orientation to the standards required by their regional branch before they commit to becoming a member and agreeing to follow all of the standards of their branch.

NACO is built on the shared authority file of the Library of Congress and its PCC partners, following agreed standards of *AACR2*, *LC Rule Interpretations*, *ALA/LC Romanization*, and *MARC 21* authority record format. The premise is that the authorized headings and variant forms of names and related names are intended for an English speaking target group of library users who read Latin script (alphabet, numerals, and punctuation). Variations of names in other scripts would be provided through cross references to the chosen authorized form of name.

PCC may expand its view of a shared authority file to enable the development of other regional or national authority files based on the NACO model. Such authority files could be linked through a VIAF system.

Background. The idea of a VIAF builds on the idea of linking clusters of names for an entity coming from the authoritative sources of national or regional authority files. A proposed VIAF service would enable cataloging staff to discover such authority records for use in their own environment. Eventually, these data would also be used in systems or on the Web to display an end user's preferred language and/or script for forms of names in searches and displayed sets of records or citations. The VIAF concept led to a change in the IFLA concept of Universal Bibliographic Control that formerly stated each country would determine the preferred form of name and establish it in authority record that would then be used everywhere in the world. Instead, VIAF recognizes that local users' needs should govern the language/script preferred for the locally preferred form that is displayed. The control of an authority record that documents variant forms of names appropriate to a given catalog, gives the precision to searching that catalog and enables a library to have a default form of name (preferred form of name) while also permitting end users to choose the form they would

prefer in displays. The linking of regionally created authority records preserves the syndetic structure needed for individual catalogs while at the same time opening up all the variations for use internationally.

To facilitate the linking of authority records created internationally, NACO records now include 7XX fields for the preferred display form of a name authorized by another national library (or regional authority). In the future, 7XX's could be used to show the linked preferred form of name and record control number in a parallel PCC authority file. This would enable nations such as South Africa or Germany to build a parallel authority file for their country with a 7XX link to the NACO control number and form of name. Such a link would facilitate future VIAF models.

Detail. SD4. Objective 1. Internationalize Participation in the NACO & SACO Authority Files

Action: Identify the barriers to the contribution of records to the NACO & SACO authority files by PCC organizations outside of North America and recommend solutions. [NOTE: This was already addressed in the 2003 PCC Joint Task Group on International Participation in the PCC.]

Charge: The Task Group on the Internationalization of the Authority Files is charged to: investigate the feasibility of designing a model for international participation in a global authority file. Assess and document the implications for such an endeavor, including costs and PCC governance policies.

As background, the group should review the final report of the Joint Task Group on International Participation in the PCC (attached) including the cited IFLA MLAR and FSCH reports that explain a new view of Universal Bibliographic Control, as well as the PoCo discussion of that report (attached), to review the implications and barriers to the internationalization of the authority file.

Deliverables

The resulting report will list the pros and cons of implementing a model of international participation in a global authority file. PCC Standing Committees will review the report and make recommendations for appropriate actions. The PoCo will review the report and the recommendations to determine a final action.

Proposed Time Frame:

Start Date: Nov. 2007

Report Due Date: May 31, 2008

Task Group Members:

The task group should include a representative from each of the current international PCC member institution, the PCC SCS, LC, and OCLC. Barbara Tillett, Chief of the Cataloging Policy & Support Office, is suggested as the LC member.

Course Management--Comparing CAT21, CCT, SCCTP

Functions	Cat21	CCT	SCCTP
Partner organizations (maybe these need to be more specific--the subgroups)	LC & ALCTS	ALCTS & PCC SC on Training	LC & PCC CONSER
Funding agency	LC funded course content; ALCTS funded some venues	LC and ALCTS have offered venues	PCC has offered venues; funded contracts
Copyright holder		Library of Congress	
Publisher	LC CDS sells licenses, provides electronic files for photocopying	LC CDS sells licenses, provides electronic files for photocopying	LC CDS sells licenses, provides electronic files for photocopying
LC Infrastructure	CLW	CLW	CLW/CONSER
LC Liaison for CLW	Linda Stubbs	Carolyn Sturtevant	Les Hawkins
Web page host	LC CDS	LC CDS	LC CDS web pages link to CONSER SCCTP pages, Les Hawkins and Hien Nguyen maintain the SCCTP pages.
COTR at LC (contract mgr, if appl)	Linda Stubbs		
Author/contractor	CEIG: Task group appointed by parent bodies	Task groups appointed by parent bodies	Contractors chosen by Les Hawkins and Hien Nguyen
Reviewing content for accuracy	CEIG members	named experts, usually LC CPSO	named experts
Receiving, processing, and archiving files	LC CDS	LC CDS (Coop has helped)	Hawkins/Nguyen
Preparing/posting training materials online	CLW/LC CDS	CLW/LC CDS/Coop Team	Hawkins/Nguyen
Preparing/posting supporting docs on CLW web pages	CLW/LC CDS	CLW/LC CDS/Coop Team	Hawkins/Nguyen

Identifying need for updates; recruiting people to do updates	CETM, in consultation with CLW	CETM, in consultation with CLW	Hawkins/Nguyen look at feedback from, workshop evaluations, tracking of changes in cataloging practices, and direct feedback from SCCTP trainers at regular meetings.
Revising materials	Persons recruited by CETM	Persons recruited by CETM	Persons recruited by Hawkins/Nguyen
Coordinator for "teaser" sessions	CEIG	Task groups	Les Hawkins/Hien Nguyen
Coordinator for preconference at ALA	Task Group/LC Liaison/venue host	Task Group/LC Liaison/venue host	Task Group/LC Liaison/venue host
Coordinator for IDS (Instructor dev't seminar)	CEIG	LC Liaison	Hawkins/Nguyen
Registrar for IDS	CEIG	LC Liaison	Hawkins/Nguyen
Travel/funding facilitators (providing the how-to for trainer reimbursements and following proper steps for the event)	Partner organizations, host of events, trainer, training coordinator, financial officers	Partner organizations, host of events, trainer, training coordinator, financial officers	Partner organizations, host of events, trainer, training coordinator, financial officers
Trainer candidates	Qualified applicants	Qualified applicants, need not be PCC	Qualified applicants, need not be PCC
Selection committee for trainers (with guidelines)	CEIG	TG chairs, IDS instructors, reps from parent bodies	Hawkins/Nguyen
Sponsors for workshops	Any organization may order materials, register their event, and invite attendees to their venue	Any organization may order materials, register their event, and invite attendees to their venue	Any organization may order materials, register their event, and invite attendees to

			their venue
Registrar for workshops	Sponsor of each workshop	Sponsor of each workshop	Sponsor of each workshop
Receiving/distributing evaluations from workshops	CETM/CLW/Trainers	CETM/CLW/Trainers	Hawkins/Nguyen
Using eval responses to improve course;counsel trainers	CETM/CLW	CETM/CLW	Hawkins/Nguyen
Guide to some abbreviations			
Cat21	LC's Cataloging for the 21st Century Conference		
CCT	Cooperative Cataloging Training		
CDS	LC's Cataloging Distribution Service		
CEIG	ALCTS Cont Educ Implementation Group--finished mandate in Jan. 2007		
CETM	ALCTS CCS/PCC Comm on Cont Educ Trng Materials		
Includes PCC appointees:	<i>Member of PCC SCT + at-lg PCC rep, appt by PCC Chair/Stg Comm</i>		
	<i>Caroline Miller, 2005-2008, Greta DeGroat, 2007-2008</i>		
	<i>Staff liaison from PCC (LC) appt by LC Dir for ABA, indefinitely with 2 yr review</i>		
	<i>Hien Nguyen, 2007-2009</i>		
	<i>Liaison from LC CDS</i>		
	<i>Bruce Johnson, 2006-2008</i>		
	<i>Chair rotates between PCC and ALCTS for 2 yr terms; appt by PCC Chair</i>		
	<i>Lori Robare, chair 2007-2008, ALCTS</i>		
CLW	Cataloger's Learning Wksh (CLW) Edit Team		
CPSO	LC's Cataloging Policy and Support Office		
PCC SCT	PCC Standing Comm on Trng (PCC SCT)		
SCCTP	Series Cooperative Cataloging Training Program		

STANDING COMMITTEE ON AUTOMATION

ANNUAL REPORT OCT. 2006-SEPT.2007

Task Group on Normalization: The task group's report, entitled *Authority File Comparison Rules*, was submitted and posted on the PCC web site. After the report was posted, the Steering Committee asked what the next steps should be. Task group chair Gary Strawn suggested that they should be to:

- Decide to implement the report.
- Figure out some mechanism to use for disambiguating references that are now clearly in conflict.
- Set up a schedule.
- Fix problems that result from the change.

In Sept. 2007, Gary Strawn noted that he was still unsure whether the report had been adopted as official policy. BIBCO Operations Committee chair Carolyn Sturtevant investigated at LC and learned that “about half of the new NACO normalization elements were folded into the Unicode implementation.” However, a revised table to reflect the recent revisions was lacking. Carolyn suggested that the task of creating such a table might be assigned to someone on the original task group.

Monographic Aggregator Task Group: A number of steps were taken to publicize this task group's *MARC Record Guide for Monograph Aggregator Vendors*:

- A notice about the availability of the guide appeared in the Apr. 2007 issue of *ALCTS Newsletter Online*. The notice included a link to the guide on the PCC web site.
- A message announcing the guide was sent out to the NISO AVIAC (Automation Vendor Information Advisory Committee) list.

- A message announcing the availability of the guide on the PCC web site was sent to the ALCTS Publisher-Vendor-Library Relations list.

Members of the task group and of Standing Committee on Automation were asked if there were specific aggregators who should be alerted to the existence of the guide, but no suggestions were forthcoming.

Meetings: Because the committee's two active task groups had completed their charges early in the year and because the committee had no new assignments or projects, it did not meet at either ALA Midwinter or ALA Annual.

Membership: The terms of committee members Gary Charbonneau (chair) and Liz Brown expired at the end of September. Adolfo Tarango of the University of California, San Diego, was appointed to serve as chair for 2007-2010. The Steering Committee requested that the committee add two new members in each of the years 2007/08 and 2008/09 to bring its size up to the level of the other standing committees. Gary Charbonneau agreed to serve as a regular member for the single year 2007/08 and to represent the committee at the November Policy Committee meeting, since incoming chair Adolfo Tarango will be unable to attend. One additional new member needs to be identified for a 2007-2010 term to fulfill the Steering Committee's request.

**PROGRAM FOR COOPERATIVE CATALOGING
STANDING COMMITTEE ON STANDARDS
ANNUAL REPORT
OCT. 2006-SEPT.2007**

Members

As reported in the FY2006 SCS annual report, no new members had been appointed to the committee since 2003. At the end of September 2006, the terms of the chair and two remaining appointed members expired. Four members were appointed for three-year terms beginning Oct. 1, 2007:

Diane Boehr (National Library of Medicine)
Peter V. Fletcher (University of California, Los Angeles)
Joseph Kiegel (University of Washington)
Ann Sitkin (Harvard Law School Library)

David Reser (LC) and Jay Weitz (OCLC) continued in their role as committee liaisons.

Diane Boehr continued to serve as co-chair and as the SCS representative on CONSER's Access Level Record for Serials Working Group and the Working Group on Authentication Codes and Encoding Levels for Serials and Integrating Resources.

Peter Fletcher was appointed as the PCC Liaison to the CC:DA and participated in the activities of that group throughout the year.

Joan Schuitema of the University of Illinois at Chicago was appointed to serve a two-year term as chair effective Oct. 1, 2007. Additional new members will be appointed during FY2008 in an effort to restore staggered membership terms and to expand committee membership expertise and/or experience to include additional areas such as non-MARC metadata.

Meetings:

The Committee met during ALA Midwinter in Seattle, Washington. Committee members reviewed the SCS charges and the recommendations on the future of the group as outlined in FY2006 SCS annual report. Members also reviewed the PCC Tactical Action items developed by PoCo in an effort to identify additional areas where the SCS should be involved (i.e., working with other metadata communities on cooperative activities, the Virtual International Authority File initiative, the need to move the PCC from concentrating solely on traditional standards to new and different directions, etc.). The SCS will be charged in FY2008 to conduct a formal review of its mission and charges.

Committee members also discussed the establishment of a new SCS Task Group on Series. Based on the committee's recommendation, a PCC Ad Hoc Series Review Task Force was formed in June 2007 and charged to consider long-term benefits, costs, and simplification of series authority control. SCS members Joe Kiegel and Peter Fletcher were appointed to the group.

Because the committee had no new assignments or projects, it did not meet during ALA Annual.

Respectfully submitted,
Mechael Charbonneau, PCC Policy Committee, Chair Emeritus
Oct. 25, 2007

PCC Secretariat Functions Performed by LC—Internal working document

October 2007

Z:\pcc\SecretariatFunctionsLC.doc October 22, 2007

I created this table as an attempt to illustrate the scope of the PCC activities of Beacher, Maureen, the Coop Team, and the CONSER Coordinator and Specialist. In some cases where the agent is “Coop Team”, it may include CONSER Coordinator and Specialist.
Carolyn

Function	Agent	Details
Permanent member of PCC Steering Committee	Beacher Wiggins, representing LC Library Services	Voting member; office maintains PCC budget and fills funding requests
Secretariat as permanent rep on PCC Steering Comm	Maureen Landry, as LC Secretariat	Responsible for administrative activity
Governance	Coop Team leader Coop staff	Maintain and update Governance Document as directed
Strategic and Tactical plans, etc.	Coop Team leader BIBCO Coordinator CONSER Coordinator Coop staff	Maintain and update Strat and Tactical plans
Elections Terms run Oct. 1 – Sept 30 Usually for 3 years	Coop Team leader BIBCO Coordinator Coop staff	Maintain calendar, Post candidate bios, distribute ballots to appropriate institutions for each program, compile and post results on web site
Standing Committees SC on Automation (SCA) SC on Standards (SCS) SC on Training (SCT) And all subgroups	Coop Team leader BIBCO Coordinator CONSER Coordinator Coop staff	Post charges, chairs and members of committees and task groups, Solicit quarterly and annual reports to include in agendas and online; serve as PCC and/or LC liaisons to committees
Ex-officio participation in committees/task groups	CONSER/Coop staff	Guide discussion, write reports, monitor deadlines for delivery
Web presence		
PCC website	Coop Team’s PCC Webmaster	Maintain official site for PCC Governance Documents, leaders and their terms; program info, training info, stats, etc.
PCC CONSER website	CONSER Coordinator	Maintain official site for CONSER program, membership, committees, program info, training info, stats, etc.
Travel Arrangements		
ALA Travel	Coop Team leader Coop traveler	TA (Travel Authorizations) must go through Team Leader; budgeted in

		advance
PCC Training and other events funded by a third party	Coop Team leader Coop traveler Third Party coord	TA must go through Team Leader; Reimbursement, in kind, etc., arrangements made
Meetings		
PCC Projects meeting Meets monthly at LC	Secretariat Coop and CONSER staff	Monitors calendar to manage PCC events, elections, committee reports, meeting agendas and summaries, communicates with PCC leadership on issues, upcoming meetings, etc.
PCC Steering Committee Thurs afternoon 2-5 ALA Midwinter and Annual Fri afternoon at November PoCo meetings at LC	Beacher, Secretariat, BIBCO Coordinator CONSER Coordinator Coop Team Leader	Draft agenda and supporting documents; post online, participate in meeting, prepare summaries
“Chairs meetings” at LC with PCC Chair, Chair-elect, and Emeritus 1 full day twice a year, usually in spring before OpCo and fall before PoCo	Secretariat, BIBCO Coord. CONSER Coord Coop Team Leader	Draft agenda and supporting documents; post online, participate in meeting, prepare summaries
Policy Committee (PoCo) First Thurs and Fri in November at LC; Sometimes at ALA	Beacher, Secretariat, BIBCO Coordinator CONSER Coordinator Coop Team Leader	Draft agenda and supporting documents; post online, participate in meeting, prepare summaries
PCC Participants’ Meeting Sunday 4-6 pm ALA Midwinter and Annual	PCC Chair Coop Team Leader Coordinators	Draft agenda and supporting documents; post online, participate in meeting, prepare summaries
PCC NACO/BIBCO Trainers Fri afternoon, ALA	BIBCO Coordinator Coop Staff	Draft agenda and supporting documents; post online; recruit speakers, chair meeting
PCC BIBCO-at-large Sun AM, ALA	BIBCO Coordinator Coop staff	Draft agenda and supporting documents; post online; recruit speakers, chair meeting
PCC CONSER-at-large Sun AM, ALA	CONSER Coordinator CONSER Specialist	Draft agenda and supporting documents; post online; recruit speakers, chair meeting
SACO-at-large Sun at ALA, in connection with ALCTS SAC	Coop Specialist	Draft agenda and supporting documents; post online; recruit speakers, chair meeting

PCC Standing Comm on Automation	LC staff	Liaisons to SCA
PCC Standing Comm on Standards	LC staff	Liaisons to SCS
PCC Standing Comm on Training	BIBCO Coordinator CONSER Specialist Coop staff	Serve as liaison to SCT; report on activities of LC, PCC, CLW, etc.
General hospitality at ALA	Coop staff Coop Team Leader	Arrange for meeting and training rooms/AV for LC-sponsored events and confirm arrangements for those reserved by others
General hospitality at LC	Coop staff Coop Team Leader	Arrange for meeting and training rooms, catering, recommended accommodations, AV, PoCo and OpCo dinners, name tags, invitations to LC and other local guests
Membership		
PCC database	Coop staff	Maintain list of PCC members, directors, administrator, and contacts for each program, including their voting status; provide program totals as requested
Outreach (includes outreach to increase diversity in the PCC)	Coop staff	Answer requests for membership information, speak about PCC membership at meetings, contact prospective PCC members
PCC Steering Comm approval	BIBCO Coord, NACO staff	Receive and forward PCC applications to PCC Steering Comm for approval
MARC org codes	BIBCO Coord, NACO staff	Notifies NetDev to add new codes to Utility load (NACO)
OCLC NACO authorization	BIBCO Coord NACO staff	Notifies OCLC to allow new members to request NACO authorizations
CDS subscriptions	BIBCO Coord, NACO staff	Notifies CDS to begin free NACO subscriptions to print cataloging docs; arranges trial classroom use of CatDeskTop for training sessions
PCCList and other discussion lists	Coop Team Leader Coop Staff David Williamson	Requests addition of member names to several discussion lists
Record Contribution Statistics		
PCC stats database	Coop Staff; Assistance needed for Access database	An intern created a database in Access to automate some portions of the monthly, semiannual, and annual reporting; Coop staff manually loads files and raw data each month to create

		files and post results online as PDFs
Stats-O-Matic	Coop Team Leader Coop Staff LC Staff	Internal LC automated system for self-reporting; augmented by manual compilations by Coop Team Leader
NACO	BIBCO Coord Coop technician	NetDev provides an electronic file each month to be loaded
SACO	Coop Staff	Paper proposals are counted and entered by library to Excel spreadsheet to create electronic file to be loaded
BIBCO	BIBCO members; David Williamson; Coop staff	Member institutions compile and report data for categories on online form; DW runs a program to display results online and to create electronic file for Coop staff to load to database for inclusion in comprehensive reports
CONSER	CONSER members; David Williamson; Coop staff; CONSER staff	Member institutions compile and report data for categories on online form; DW runs a program to display results online and to create electronic file for Coop staff to load to database for inclusion in comprehensive reports; DW sends file to OCLC to give CONSER credit for some categories
Training		
Liaison to PCC Standing Comm on Training	BIBCO Coord	Attend SCT meetings at ALA (Sat AM), report on activities
Liaison to Catalogers Learning Workshop	BIBCO Coord	Attend CLW meetings at LC (every 3 weeks), represent and report on ALCTS/PCC courses and constituents
NACO	BIBCO Coord Coop staff	Recruit and prepare instructors, match instructors with NACO training events, create and maintain training manuals, serve as trainers-reviewers-liaisons,
SACO	Coop staff	Recruit and prepare SACO Mentors, match mentors with SACO training events, create and maintain training manuals, serve as trainers-reviewers-liaisons
BIBCO	BIBCO Coord	Recruit and prepare instructors, match instructors with BIBCO training events, maintain access to training manuals, LC staff rarely serve as trainers, but do review
CONSER	CONSER Coord CONSER Specialist	Recruit and prepare instructors, match instructors with CONSER training

		events, create and maintain training manuals, serve as trainers-reviewers-liaisons
PCC Training events at LC	Coop staff	For training events at LC for LC staff or for PCC members, we issue invitations and handle registration, arrange for meeting and training rooms and AV, recommend accommodations, coordinate trainers and followup
PCC training at other locations	Coop staff	For training being done by PCC trainers at other institutions, we serve as mentors for the trainer and trainee institution, and handle arrangements that must be done at LC
Documentation		
PCC Training manuals: NACO TM BIBCO TM SACO TM CONSER Cataloging Manual	BIBCO Coord CONSER Coord CONSER Specialist Coop and LC staff With PCC partners	Program coordinators and staff collaborate with PCC partners to develop training materials, usually on PowerPoint, and post the PPTs and trainee and instructor manuals as PDFs for online document delivery
PCC Participants' manuals: NACO PM BIBCO PM SACO PM	BIBCO Coord Coop and LC staff With PCC partners	Program coordinators and staff collaborate with PCC partners to develop program participants' manuals, and post the PDFs for online document delivery on the PCC web site
CONSER Editing Guide	CONSER Coord CONSER Specialist With PCC partners	?
CLW/CCT courses	BIBCO oordinator; Coop staff	Some Coop staff serve on task groups as liaisons and/or as course developers and trainers in the context of the CLW delivery system
CLW/SCCTP courses	CONSER Coordinator CONSER Specialist With PCC partners	CONSER and PCC partners develop and maintain these training courses in the context of the CLW delivery system
Archives		
PCC Archives Includes: Print files in file cabinets Various disks Shared portion of "Z" drive	Coop staff	Our files include documents covering the 30 plus year history of programs, including membership applications, selected correspondence, meeting agendas and associated documents, summaries, training materials, statistics, etc.

**PCC Policy Committee Meeting
November 1- 2, 2007**

PoCo Members and Attendees

David Banush	CONSER Representative Term: Oct. 2007-Sept. 2010	Head, Information Organization Services Library Technical Services Cornell University
Judith Cannan	(In proposed ABA reorg, the Coop Team will report to J.Cannan)	Chief, Instructional Design and Training Division Library of Congress
Gary Charbonneau	Standing Committee on Automation Chair Term: Oct. 2001-Sept. 2007	Systems Librarian, Information Technology Indiana University
Meachael Charbonneau	PCC Policy Committee Chair Emeritus BIBCO Representative Term: Oct. 2005 -Sept. 2008	Director of Technical Services & Head, Cataloging Division Indiana University
Robert Ellett, Jr.	BIBCO Representative Term: Oct. 2005 -Sept. 2008	Catalog Librarian Joint Forces Staff College Norfolk, Virginia
Nancy Fleck	CONSER Representative Term: Oct. 2006-Sept. 2009	Assistant Director Technical Services Michigan State University
Anthony Franks		Team Leader, Cooperative Cataloging Team Library of Congress
Les Hawkins	CONSER Operations Committee Chair	CONSER Coordinator Library of Congress
Bruce Johnson		Librarian and Cataloger's Desktop Development Team Leader Cataloging Distribution Service Library of Congress
Maureen Landry	PCC Secretariat PCC Steering Committee Members	President, ALCTS American Library Association Chief, Serial Record Division Library of Congress
Andrew MacEwan	Permanent Member of PoCo	Cataloguing Manager British Library
Caroline Miller	Standing Committee on Training Chair Term: Oct. 2005-Sept. 2008	Head, Monographic Cataloging and Authority/Database Maintenance Sections UCLA
David Miller	SACO Representative Term: Oct. 2007-Sept. 2010	Head, Technical Services Levin Library Milton, Massachusetts
John Mitchell	SACO Operations Committee Chair	SACO Coordinator Library of Congress

James Mouw	NACO Representative Term: Oct. 2007-Sept. 2010	Assistant Director for Technical and Electronic Services University of Chicago
Rebecca Mugridge	PCC Policy Committee Chair PCC Steering Committee Member NACO Representative Term: Oct. 2005-Sept. 2008	Head of Cataloging Services Pennsylvania State University
Glenn Patton	PCC Steering Committee Members Permanent Member of PoCo	Director, WorldCat Content Management OCLC, Inc.
Françoise Pellé *	PCC Advisor ISSN International Centre	Director, ISSN International Centre Paris, France
Sharon Reeves	Permanent Member of Poco	Director, Bibliographic Access Library and Archives Canada
Carlen Ruschoff	PCC Strategic Plan Advisor CONSER Representative Term: Oct. 2005-Sept. 2008	Director of Technical Services University of Maryland College Park, MD
Joan Schuitema	PCC Standing Committee on Standards Chair Term: Oct. 2007-Sept. 2009	Catalog Librarian Catalog Department University of Illinois at Chicago
Carolyn Sturtevant	BIBCO Operations Committee Chair	BIBCO Coordinator Library of Congress
Adolfo Tarango *	Standing Committee on Automation Chair Term: Oct. 2007-Sept. 2010	Head - CJK, Serials & Shared Cataloging Division Metadata Services Dept. University of California, San Diego
Barbara Tillett		Chief, Cataloging Policy and Support Office Acting Chief, Cataloging Distribution Service Library of Congress
Beacher Wiggins	PCC Steering Committee Members Permanent Member of PoCo	Director, Acquisitions and Bibliographic Access Directorate Library of Congress
Charles Wilt	PCC Advisor ALCTS Liaison	Executive Director ALCTS American Library Association
Margaretta Yarborough	BIBCO Representative Term: Oct. 2006 - Sept. 2009	Head, Cataloging Department University of North Carolina at Chapel Hill

*not attending