

**Program for Cooperative Cataloging (PCC)
Annual Report
Fiscal Year 2004**

Fourteen years into its existence, the Program for Cooperative Cataloging (PCC) can cite as some of its accomplishments, the contributions made by its members libraries: member libraries have contributed over 650,000 bibliographic records; and over 2,797,000 name and series authorities since the Program's inception in 1992. More than 38,000 subject heading have been incorporated into LCSH; more than 15,000 classification numbers have been developed and over 1 million CONSER authentications have been made.

However, not all accomplishments are statistical in nature. The Subject Authority Cooperative Program (SACO) achieved status as a full-fledged component program of the PCC during the fiscal year. SACO was established to provide a means for libraries to submit subject headings and classification numbers to the Library of Congress via the PCC. In order to maintain familiarity with the provisions of the *Subject Cataloging Manual* and the practice of submitting heading and classification proposals, it is assumed that SACO-only participants will submit proposals on a regular basis. Each SACO-only institution is committed and has agreed to an annual numerical contribution goal of 10-12 proposals. This numerical goal includes a combination of new or changed *Library of Congress Subject Headings (LCSH)* headings and/or new or changed LC classification numbers. To maintain a consistent understanding among SACO participants and to provide formal training sessions, SACO workshops are offered by the PCC either in conjunction with library-related meetings or conferences, or as part of the jointly-developed ALCTS/PCC-Standing Committee on Training subject cataloging workshops available through the Cataloging Distribution Service. LC encourages all participants to attend these workshops in order to learn more about the structure and application of *LCSH*. Further information on the SACO program is available at: <http://www.loc.gov/catdir/pcc/saco.html> .

Statistical Overview:

In fiscal year 2004 NACO participants contributed 146,645 NARs, and 9,453 SARs, and changed 41,019 NARs and SARs. SACO participants had 2,558 subject authority records approved, 586 subject heading changes approved, and 1,715 new classification numbers approved.

The BIBCO libraries contributed 71,661 bibliographic records.

The CONSER libraries authenticated 27,584 bibliographic records and provided maintenance to an additional 43,224.

PCC Policy Committee (PoCo)

Carlen Ruschoff (University of Maryland, College Park) served as the chair of the PCC

during fiscal year 2004, Roxanne Sellberg (Northwestern University) as its chair-elect, and Robert Wolven (Columbia University) as the committee's first chair emeritus. Mark R. Watson (University of Oregon) and Deborah Kempe (Frick Art Reference Library) were elected to serve three-year terms on the PCC Policy Committee (PoCo) as CONSER and NACO representatives respectively. Joan Swanekamp (Yale University) was re-elected to a three-year term as the BIBCO representative. Completing their terms on PoCo were Jim Stickman (University of Washington) and Sherry Kelley (Smithsonian Institution Libraries), CONSER and NACO representatives respectively.

PCC Standing Committees

Standing Committee on Automation (SCA)

The Standing Committee on Automation (SCA), under the leadership of Gary Charbonneau (Indiana University), reports that Robert Bremer of OCLC has completed work on a macro to create an e-serial record from an existing print record as a part of the Third Task Group on Journals in Aggregator Databases. The macro is now available for CatME and will soon be available for use with Connexion. The Task Group on OPAC displays of linking entries is now working on its final report.

While the work of the standing committee's Task Group on Linking Entry Displays has been on hold for much of the year, the Monographic Aggregator Task Group has been charged with submitting a final report by ALA Annual, June 2005: the group's charge is to develop a reference guide for data elements for machine-created monographic records. An interim report will be presented by March 15, 2005

Charbonneau is in the process of compiling a list of official contacts at the major ILS vendors, so that the vendors can be made aware of recommendations from SCA/PCC regarding "best practices" for the utilization and display of MARC records. At this time, the specific focus is on making the vendors aware of the reports of the Task Group on Automated Classification (<http://www.loc.gov/catdir/pcc/classtgrpt.html>) and the Task Group on Series Numbering (http://www.loc.gov/catdir/pcc/tgsernum02_rpt.pdf)

Standing Committee on Standards (SCS)

The Standing Committee on Standards (SCS), under Paul Weiss (University of California, San Diego), reports that the SCS recommended names for the authority files, and the PCC Steering Committee selected the following official names: LC/NACO Authority File and LC/SACO Authority File.

The SCS Task Group on Conference Publications made recommendations for recording the title proper of conference names and practices for call and class numbers. The Joint Task Group on International Participation in the PCC concluded its work within the past year and made thirty-three recommendations for the consideration of the PCC Steering Committee.

Standing Committee on Training (SCT)

The Standing Committee on Training (SCT), under the leadership of David Banush (Cornell University), continued to identify the need for training programs, workshops, and institutes aimed at developing cataloging skills that support PCC goals. The training efforts undertaken are intended to serve both new program participants and to reach those currently participating in one or more PCC component programs or those who may need to refresh or further their knowledge of contemporary bibliographic control. Examples of the efforts included the joint SCT/SAC effort to develop training materials on the use of LCSH, an SCT train-the-trainer initiative for subject analysis training, and the joint ALCTS/PCC effort to develop training materials name and title authority training, scheduled tentatively for 2005. The need to settle the details of how jointly-developed course work would be maintained lead to the creation in January of a new joint PCC/ALCTS committee to oversee the training course material maintenance.

The long-delayed report of the Task Group on the PCC Role in Metadata Training issued its final report in June. The report is available online at: http://www.loc.gov/catdir/pcc/tgmetadata_rpt.pdf . The SCT response to the report is also available at: http://www.loc.gov/catdir/pcc/tgmetadata-rpt_sctresponse.pdf . And in response to the interest the PoCo has with Web-based training, the SCT chair has offered to form the group in part to address some of the issues raised by the report of the International Participation Task Group.

International Cooperation (INTCO)

Two NACO training sessions were offered in Mexico during March. The NACO MEXICO Funnel Project held a refresher training hosted by Universidad Autonoma de San Luis Potosi. A second NACO funnel of thirty-two members was created in Mexico City. The Universidad Nacional Autonoma de Mexico (UNAM) hosted their training. Fifteen staff of the Universidad de San Carlos de Guatemala (USCG) attended a basic name authority workshop given in Guatemala City, Guatemala.

The PCC Task Group on International Participation turned in its final report and recommendations. The recommendations served as the basis for several discussions in PCC bodies. A formal response from the Steering Committee was released during the fiscal year.

The British Library (BL) temporarily suspended its NACO and SACO contributions during implementation of its new Integrated Library System. A recent study revealed that, when creating bibliographic records, LC staff use twenty percent of the new personal name headings established by the BL within five months of creation by the BL.

BIBCO

BIBCO activities in FY2004 have centered on training programs that have great potential for strengthening participation. BIBCO participants have played key roles in

the new initiatives for NACO Series training and the PCC/ALCTS course “Basic Subject Cataloging Using LCSH.”

Rebecca Malek-Wiley (Tulane U), Becky Uhl (Arizona State U), and Iris Wolley (Cornell) are completing their contract to revise the BIBCO Training Manual. The BTM will include more on technical aspects of cataloging with a focus on exercises using several formats, and attempts to achieve a more balanced treatment of full and core records. There are PowerPoint slides for training, printed manuals, and Word exercises. Appendices cover such topics as SACO and post-training review and implementation.

The online FAQ on BIBCO cataloging includes new items guiding catalogers on the use of the 042 in BIBCO records and on the use of parallel language records in OCLC. Members are monitoring changes in cataloging of Integrating Resources, the 2004 Update to AACR2, and the development of AACR3.

BIBCO record production is down slightly over the FY2003 levels, with more members reporting decreases than increases. Although many mention loss or reassignment of staff, some institutions are training staff, and project stronger activity in the coming year. The individual reports illustrate the unique ways in which libraries display their commitment to BIBCO by engaging cataloging staff to contribute records from their varied collections for the benefit of the library community.

The PCC is grateful to all BIBCO members who chair and serve on committees, especially to four BIBCO Operations Committee representatives, Co-ming Chan (Oklahoma State), Michael Charbonneau (Indiana), Rebecca Malek-Wiley (Tulane), and Margaretta Yarborough (U of North Carolina, Chapel Hill) whose terms have just ended. We welcome Joanna Dyla (Stanford), Robert Ellett (Joint Forces Staff College), Serafino Porcari (SUNY Buffalo), and Mary Dabney Wilson (Texas A&M) to new three-year terms beginning October 1.

As part of a general PCC outreach to vendors of cataloging records, a Harvard training initiative was granted use of PCC training materials for all its component programs for adaptation and translation in to German. This material was used in an intensive training session with Harassowitz catalogers in Wiesbaden, Germany. Harvard University Library staff continue to work with their Harassowitz counterparts in an effort to improve the over-all usability of Harassowitz cataloging copy.

The PCC also owes a big vote of thanks to Ana Cristán, long-time acting BIBCO Coordinator, who is now working on other projects. After serving a detail as acting BIBCO Coordinator, Carolyn Sturtevant received permanent appointment to the position at the end of the fiscal year.

Historically Black Colleges and Universities (HBCUs)

Gracie Gilliam (Coop) continued to work during the year with Bowie State University (Maryland) regarding grant initiatives of the Association of the Study of African-

American Life and History (ASALH) Collection, primary source materials dealing with the history of Black History Month. Before the grant initiative process can take place and work commenced on the cataloging the collection, Bowie State must receive a "Deed of Gift" from the ASALH Council.

As the result of HBCU outreach efforts, several Tennessee libraries are currently awaiting PCC Steering Committee approval to join NACO. A Tennessee Funnel Project has been developed to include the following institutions and is currently awaiting approval: University of Memphis, University Libraries (coordinating library); Tennessee State Library and Archives; Middle Tennessee State Library; University of Tennessee, Knoxville Libraries; and East Tennessee State University, Sherrod Library.

Program Management

During fiscal year 2004, the Cooperative Cataloging Team (Coop) went through a series of personnel changes that it hopes will lead to increased stability in operations. With the cessation of Ana Cristán's dedicated work as both acting team leader and acting BIBCO Coordinator, a series of details ensued which allowed individual LC staff to focus on these roles separately. Joe Bartl, Team Leader, Music and Sound Recordings I, Special Materials Cataloging Division, and Gabe Horchler, Team Leader, Business and Economics, Social Sciences Cataloging Division, came from their home divisions on four-month details each as full-time Coop team leaders.

Following them, Coop team members Carolyn Sturtevant and Anthony Franks served details as acting BIBCO Coordinator and acting Team Leader, respectively. Sturtevant subsequently accepted appointment as permanent BIBCO Coordinator. Franks will remain as acting Team Leader pending posting of that position.

The retirement of Cornelia Goode and the transfer of subject cataloger Nancy Scott to the Children's Literature Team, History and Literature Cataloging Division, were offset with the additions of new cataloger team members Paul Frank, David Saah, and Patricia Van Ryn.

CONSER

CONSER Summit on Serials in the Digital Environment

The CONSER Summit was held in March 2004 and resulted in recommendations that have become the focus of CONSER discussion and activity throughout the fiscal year. The summit was a meeting of 70 people representing all library service areas, the serials industry, and standards communities. The purpose of the summit was to gain an understanding of electronic resource growth and usage and to help CONSER shape strategies for the future. Jean Hirons (LC, retired) organized the summit on behalf of the PCC and the Library of Congress.

Panel discussions focused on publishing, users, and standards. Members of the

publishing panel told the attendees that the model of the journal was still valuable to authors for getting papers to press, generating citations, and tenure review. But there are new models of publishing such as open access journals and the institutional repository model, which are becoming increasingly important and will have an impact on the type of metadata needed. Paper as a format will still be with us until digital preservation issues, including standards for electronic format and metadata are sorted out.

Another panel identified a wide variety of resource users, including researchers, librarians, and providers of library systems such as OPACs and link resolvers. Researchers are interested in obtaining full text and it is not necessarily important to them whether the material is obtained through libraries or Google. Librarians use multiple records to acquire electronic resources, but multiple records for the print and the electronic confuse researchers. Mismatches in metadata for a resource contained in indexing tools, link resolvers, and ILS systems are barriers to the user receiving full text.

Some of the recurring themes of the summit were that libraries should focus on making sure library systems are interoperable, that libraries should try to share data more efficiently as well as provide better coverage of e-serial packages within the CONSER database. The summit recommendations for CONSER and the PCC and a summary of the proceedings are available at: <http://www.loc.gov/acq/conser/summit.html> .

Serials Cataloging Cooperative Training Program (SCCTP)

Two Serials Cataloging Cooperative Training Program (SCCTP train-the-trainer workshops were given in September and October of 2003 to provide more trainers for the Basic Serials Workshop. Jean Hirons (LC, retired), working as a consultant, compiled a report and recommendations for SCCTP involvement in distance learning. The report recommends providing supplementary material on the Web to accompany existing SCCTP workshops. Further the report recommends that any distance learning efforts developed for SCCTP should focus on small portions of existing workshops to provide a basic serials processing overview.

Publication Pattern Initiative

Carlen Ruschoff (University of Maryland) continued serving as chair of the Publication Pattern Task Force. Members have been contributing patterns to OCLC records at a steady rate, though fewer than last year. An update of the CONSER Guidelines for Input Of Caption/Pattern and Holdings Data was under taken by Frieda Rosenberg and completed by Patricia Hatch (Harvard). A new task group was charged with updating Appendix A: Abbreviations for Captions This group will vet new abbreviations to the list, consider widening the coverage of the list (to include monograph related terms) and to submit proposals for adding terms to Appendix B of AACR2. Two existing task groups were active during the year: the Task Force to Explore the Use of a Universal Holdings Record and the Task Force on Long-term Storage of Pattern and Holding Data

NACO

NACO series activity reached new levels in fiscal year 2004 beginning with a Train the Series Trainer course that prepared eleven veteran PCC contributors to deliver series training to PCC libraries. Judy Kuhagen (CPSO) led the instruction and arranged for the participants of the course to co-teach sessions at various institutions to put their new skills into action. The PCC NACO Series Institute training manuals authored by Kuhagen are available online to be downloaded and used locally as needed by PCC institutions.

Basic NACO training in fiscal year 2004 drew on the talents of NACO trainers from many partner institutions and centered mainly on expansion training for existing NACO libraries, with the addition of some new NACO contributors. The trainers took an active role in refining NACO training documents that are offered online. NACO institutions worked with OCLC and RLG to test early releases of software for authorities. Training materials will require further revisions when the finished utility software products are released. NACO training for libraries contributing via RLIN was suspended in the summer of 2004 until the new RLIN 21 client is available.

Cataloging institutions participating in NACO, the name authority component of the PCC, no longer need to report BFM (Bibliographic File Maintenance) for affected LC bibliographic records when their institutions revise existing authority headings. An OCLC software application now routinely reports to LC all headings changed by NACO libraries. The LC Cooperative Cataloging Team breaks down the list into language or topical specializations and distributes the lists to appropriate LC staff who update the LC's database.

As a result of interest in the possibility of adding class information to name authority records (NARs) for other than literary persons, the Music and Sound Recording Teams, Special Materials Cataloging Division, initiated a pilot project to add this information to NARs for musicians. The information added to the 053 field includes the biography class number from the Library of Congress Classification and the LC Cutter for the subject. The pilot's final report will address the following five core issues: usefulness of the data, extent of data, use of the data, extent of use, and cost/effort of implementation. The report will also address some of the issues involved in extending this workflow to PCC libraries.

SACO

In order to implement a PCC Policy Committee decision to establish the PCC subject authority component SACO as a formal program with goals, training, and set procedures for members, the PCC Secretariat produced a full set of requirements, applications, procedures, and training workshops that will apply to all libraries joining the program.

Training in subject analysis and Cataloger's Desktop as well as the basic SACO workshop were presented at the Alaska State Library Association Conference in March 2004. A presentation on the SACO Program was also given at the Music Library

Association's Annual Conference, Crystal City, Virginia. Presented at the ALA MidWinter Conference, San Diego, California, was the basic SACO workshop "Proposing New Subject Headings for *LCSH*" and at the ALA Annual Conference, Orlando, Florida, the Joint SAC/SCT Subject Analysis Training Materials Committee's course "Basic Subject Cataloging Using *LCSH*".

Appendix A: NACO and CONSER

New Institutions in the NACO Program, FY2004

Alaska Resources Library and Information Services (Anchorage, AK)
United States, General Accounting Office (Washington, DC)
University of Alaska (Fairbanks, AK)
University of Alaska, Geophysical Institute Library (Fairbanks, AK)

New Funnels in NACO Program, FY2004

Alaska Funnel Project
South Dakota Funnel Project

Existing Funnels in the NACO Program Which Added Members, FY2004

American Theological Library Association (ATLA) Funnel Project
Arabic Funnel Project
GAELIC South Africa Funnel Project
Hebraica Funnel Project
LAW Funnel Project/OCLC
LAW Funnel Project/RLIN
NACO Mexico Funnel Project
NACO Music Funnel Project

Existing Institutions in the NACO Program Which Received Retraining, FY2004

Central Connecticut State College Library (New Britain, CT)
Cornell University (Ithaca, NY)
Emory University (Atlanta, GA)
Florida International University Library (and Law Library) (Miami, FL)
Folger Library (Washington, DC)
Georgetown University Library (and Theology Library) (Washington, DC)
Joint Bank/International Monetary Fund Libraries (Washington, DC)
Library of Congress (new hires) (Washington, DC)
Proquest (Ann Arbor, MI)
United States, National Archives (College Park, MD)
University of Virginia (Charlottesville, VA)

Existing Funnels in the NACO Program Which Received Retraining, FY2004

NACO Mexico

New Institutions in CONSER Program, FY2004

Cooperative Cataloging Services (Arlington Heights, IL)

Institutions Concluding Membership in the PCC, FY2004

Berkeley Public Library (Berkeley, CA)

Indiana University-Purdue University at Indianapolis (Indianapolis, IN)

Montana State Library (Helena, MT)

State Library of Florida (Tallahassee, FL)

Stockton and San Joaquin County Public Library (Stockton, CA)

Appendix B: SACO

New SACO Contributors, FY2004

Hebrew Union College, Jewish Institute of Religion (Los Angeles, CA)

Library Association of Portland (Portland, OR)

Middlebury College (Middlebury, VT)

United States, National Institute of Standards and Technology (Gaithersburg, MD)

York University (Toronto, ON, Canada)

Appendix C: Series

Series Training Participants, FY2004

Harvard University (Cambridge, MA)

Indiana University (Bloomington, IN)

Mississippi State University (State College, MS)

National Library of Scotland (Edinburgh, Scotland)

New York University (New York, NY)

United States Holocaust Memorial, Museum and Library (Washington, DC)

United States, National Library of Medicine (Bethesda, MD)

University of Missouri at Kansas City, Music/Media Library (Kansas City, MO)

University of New Mexico (Albuquerque, NM)

University of Pennsylvania (Philadelphia, PA)

New Series Trainers, FY2004

Library of Congress (Washington, DC)

Saint. Louis University, School of Law (Saint Louis, MO)

Texas A & M University (College Station, TX)

Tulane University (New Orleans, LA)

Yale University (New Haven, CT)