

PoCo Meeting
November 7-8, 2002
Summary with Action/Decision Items
(Follows Agenda numbering)
[Final 12-13-2002]

1-2. The annual PCC Policy Committee (PoCo) meeting began with the customary welcome and introductions of new members, attendees, and observers by the chair of PoCo, Bob Wolven. Wolven summarized the activities of the PCC Steering Committee for the past year highlighting the activities of reviewing applications for participation in the program, monitoring the elections of new members, determining the need for revision of the governance document(s) to clarify ambiguities and to facilitate the administration of the program, making decisions regarding the disposition of members identified as not producing contributions in numbers sufficient to warrant program overhead costs, and responding to items of interest to the safeguarding of the principles and philosophy of the PCC, such as drafting of the PCC statement regarding the use of field 038 on bibliographic records read at the MARBI meeting held at ALA Annual.

Decision: Updates by the chair to the PCC Policy Committee (PoCo) will continue to be a regular feature of the annual meeting.

3-4. Utility updates: Smith-Yoshimura reported on a recent questionnaire on proposed RLG Union Catalog Database enhancements by providing excerpts from the responses regarding BIBCO records. To the question "should a PCC full-level cataloging record rank higher than a core-level record from LC?" the response was: Yes from 80% of those surveyed. To the question "should a PCC full-level cataloging record rank higher than a full-level cataloging record from an institution other than LC?" the answer was: Yes from 93% of those surveyed. However, to the question "should a PCC core-level cataloging record rank higher than a full-level cataloging record from an institution other than LC?" only 52% responded Yes. Smith-Yoshimura and others attending reported that many respondents found it difficult to formulate an institutional response to the survey, and noted that responses from smaller, special collections often differed from those from large research institutions. Smith-Yoshimura also reported on RLG's "Union Catalog on the Web" pilot, pointing to RLG's Web page at: <http://www.rlg.org/ucw.html> for more information. She also reported on RLG's migration to a Windows-based technical services client in 2003, directing PoCo attendees to RLG's Web page at: <http://www.rlg.org/newtsclient.html> .

Patton provided an update of transition plans for OCLC, stating that they have begun the process of moving to an Oracle platform, with the Resource Catalog having been migrated in October. OCLC will be implementing the changes needed for enabling the cataloging of integrating resources as of December 1, 2002, in the upcoming weekend; however he reminded those present that these change did not include the addition of code "i" to the format. Patton added that OCLC continues to work with a 2004 deadline for completion of its WorldCat transition and noted that as of December 2002 support for Passport will cease to exist with that cataloger interface scheduled to be phased out by December 2003. Patton noted that OCLC maintains an information page on the web charting their transition at: <http://www.oclc.org/connexion/migrate/>

Decision: The PCC endorsed a memo on furthering mechanisms for reciprocal record access proposed by Smith-Yoshimura and Patton. They will coordinate taking the proposal to their respective senior managements. Note that care is to be taken that any newly developed agreement for record access should not over-ride or contravene any previously existing agreements for record exchange.

5A-C. The standing committee chairs gave updates on the activities of their respective committees and active task groups. (Charbonneau, Standing Committee on Automation; Banush, Standing Committee on Training; and Caldwell, Standing Committee on Standards.) The annual reports of the standing committees can be found on the PCC Home Page.

Action: Automation: Chair of the Standing Committee on Automation (SCA) will forward final report of the Series Numbering Task Group to PoCo when completed.

Action: Training: Joint Standing Committee on Training (SCT) and Standing Committee on Standards (SCS) Task Group on International Participation in the PCC approved in principle. Chair will reword the charge to include wording that the task group will consider/consult/incorporate recent IFLA activities that may include models for sharing of data.

6. A major focus for discussion at this year's PoCo meeting was managed growth. In response to several elements and tasks in the Strategic and Tactical plans the need to focus PCC efforts in the areas of highest need (e.g., training, continuing education, documentation)

rather than continuing to build a larger program with high overhead costs has become apparent. Several studies undertaken this year revealed that low producing participants in the NACO program are in violation of the basic philosophy and principles of cost-effective cataloging; however, without parameters that require numerical goals it is difficult to impose requirements except for those participants that have zero contributions.

Similarly with CONSER, whose success continues to be a model to be emulated, questions of what impact international participation will have on training and continued education, as well as the challenges involved in non-English language content, etc., make necessary the discussion of targeted growth and the possibilities of redefining or further defining levels of membership. Also discussed were the needs to survey the overhead costs associated with BIBCO participation and to focus on SACO's open participation that may need to be restructured and formally defined in order to meet the growing interest in participation.

A) Action: CONSER: Hiron to appoint a membership task group to review membership process and levels of membership.

B) Action: BIBCO: BIBCO Coordinator to develop a cost-per-record survey (similar to the recent NACO survey) whose purpose would lend support to the institution of numerical requirements for membership.

C) Action: Change Tactical Plan 1.1.1 to read: "Increase by 10% annually the current level of BIBCO contributions" or words to that effect.

D) Action: SACO: Appoint a task group to develop the idea of a formal SACO program further by determining what is needed in such a program, including training, minimal contributions, effects on governance, distribution issues, etc.

E) Action/Decision: NACO: Approved numerical goals (100 new and/or updated records for small libraries; 200 new and/or updated records for large libraries); approved director's letter; approved the new NACO application; PoCo requested clarification--for promotional purposes--of the intent of the one-year "provisional" (or "probationary") status; that is to say, the probationary periods for quality and quantity are concurrent but independent. A library may reach independence for quality review before meeting its numerical goal or vice versa.

6Cii. Inclusion of non-AACR2 cataloging in PCC: SCS members were not receptive to the idea of non-AACR2 or non-standardized cataloging accepted in the mix of records generally cataloged as PCC. However, SCS will continue to monitor the growth, development, and use of metadata and other cataloging schemes. (Cf. Action item under 6Ciii)

6Ciii. Cataloging titles in aggregations: Hirons outlined the steps leading to the current proposal: survey of library community, revision of the plan, consultation with CONSER members. Clean up of the database as outlined in the proposal known as Option B+ <http://lcweb.loc.gov/acq/conser/optionbplus.html> was supported by the PoCo, whether working with OCLC or by a special project. It was pointed out that maintenance of this type could involve a lot of work locally – though the outcome, having one record to work with, is good. RLG wondered if deleted records would constitute changes in record structure. The answer was that the delete/update exchange process should be no different from other delete/updates. Hirons raised an additional question: the proposal begins with focusing on CONSER records, what about going after titles in aggregations that don't have CONSER records? Is there support for having CONSER members working on titles they might not own? This question spurred several comments: Open url resolvers need ISSN to work properly and this could be additional leverage to get vendor support for adding ISSN to records, as outlined in the proposal. There was overall agreement that adding ISSN to records is an important part of the plan. Hirons also recommended that the same policies be applied to updating databases that are also distributed via aggregations. The question was raised whether e-books should also be considered.

Decision: Agreement that CONSER should adopt a new standard for e-journals in aggregators as outlined in Option B+ and pursue the steps described there for resolving outstanding issues.

Action: There was agreement that PCC should look for a wider role in determining how to deal with databases and e-books that are a part of aggregations. This is more of a standards question than a format question. The responsibility for working on this action item has been handed off to the Standing Committee on Standards.

6D. Leadership and the Tactical Plan: PoCo needs to consider how it will address items assigned to it in the Tactical Plan. Possibilities include PoCo asking individual members to take the lead in developing a plan of action; asking the Steering Committee to appoint individuals or small groups to oversee action on individual items; reassigning

items as necessary to existing committees; creating new mechanisms for PoCo discussions, etc. In general, tactical and strategic goals that are assigned to "Operations" could be assigned to a specific task group instead. Further, other goals in the plan appear to be statements of principle rather than actionable items; if such items are kept in the plan, perhaps they should be flagged as such.

Action: Charge a task group to move items forward from 3.4, end user satisfaction, of the Tactical Plan (with the exception of 3.4.2) to decide what it would take to move on these items, identify players, survey existing research, and propose new research. International cooperation needed in this area. Task group to include Swanekamp and MacEwan.

6E. Assessment and the Tactical Plan:

Action: Appoint a task group to identify what areas are not being covered by PCC cataloging (e.g., (a) database analyses may need to be undertaken at local level and/or at utility level to include identifying by format, language, subject, date, etc. areas currently covered by PCC cataloging; (b) assess what percentage of PCC copy (042=PCC) used by each library or ask the various PCC component groups to assess their programs (e.g., SACO, NACO, CONSER, etc.). It is expected that the findings will aid in the determination of targeted recruitment and/or to facilitate focused increase in contributions. Task group to include Sherry Kelley, Jim Stickman, Jean Hirons, Ana Cristan, and perhaps liaisons from the utilities.

6F. Training and PCC: This discussion had as its basis the "white paper" written by Hirons and Carol Hixson presented at last year's PoCo meeting. Discussion elicited a consensus that PCC is willing to play a leadership role in development of training that may encompass more than current or prospective PCC members. It was generally agreed that PCC should draw upon its specialized expertise in authority control, LCSH, etc., rather than the basics of cataloging. There was agreement that ALCTS, the network regional offices, and other entities could handle "how to catalog" courses and that for the time being PCC could concentrate on authorities.

Decision: Consensus that both PCC and ALCTS can share the content of courses; consensus that PCC and ALCTS not offer training in the same geographic area at the same time; consensus that PCC needs to partner with another entity for distribution purposes (CDS); ALCTS

offered to partner with the PCC in making available opportunities for training at its annual and midyear conferences.

Decision: Agreement that if the joint PCC/ALCTS-sponsored Subject Analysis Workshops are successful, the go ahead will be given by PCC to structure new courses based on that model.

8. Publication Patterns: Ruschoff provided the highlights of the Publication Patterns Initiative from its inception as a pilot program two years ago to its formal incarnation as a permanent project, including the consistent growth of the database; tools developed by OCLC and by cooperative efforts between libraries and vendors; communication with vendors about the need for compliance; workflow tools; and raising awareness generally and among library administrators. New activities include exploring options for long-term storage, the usefulness of a universal holdings record, the need for publication patterns for electronic journals, and ways in which subscription agents can contribute data. After discussing the various obstacles to participation, such as lack of ability to make use of the patterns, and staffing costs, it was suggested that CONSER identify the long term benefits and products that would be achieved. It is clear that institutions have to see real incentives in order to commit staff time and that CONSER's efforts to work with vendors are critical. The future of print and the questionable need for pattern data for electronic journals should also be carefully explored. However, Kelly noted a recent CLR report that indicated that print would be with us for a long time to come.

510s, A&I Data: Hiron outlined the current situation with 510 data in serial records. Print serials are the main focus of activity. There are only two institutions actively maintaining the 510 data that they are responsible for, NLM and Chem Abstracts. While much of the data in the CONSER records is still valid, it is definitely incomplete and some may be misleading. A survey a few years ago was inconclusive; half of those libraries surveyed found the data useful, half did not. Probably the greatest harm is that the 510 data is misleading if it's out of date. Hiron suggested that perhaps it has served its purpose. She asked Patton whether the data could be removed to the website OCLC set up for storing 510 fields from records that had reached their length limit. While Patton said this might be feasible, the members agreed that OCLC should not go to the effort, as the data to be stored would not necessarily be up-to-date or complete.

Decision: Approval given for removal of the 510 abstracting and indexing data from serial records, with the possible exception of fields maintained by Chem. Abstracts and NLM.

Action: Hiron will contact CONSER members and Chem. Abstracts in particular, then work with OCLC on eventual removal of the 510.

9. Governance: Changes to the "PCC Governance Document" were necessary in two instances to clarify oral tradition regarding (a) the appointment process used to select a Standing Committee chair (Cf. "Steering Committee, Responsibilities and Meeting Structure", paragraph 2), and (b) the guidelines and responsibilities of Standing Committee chairs (Cf. "Guidelines and Responsibilities of the Standing Committee Chairs").

Decision: Approved by PoCo membership in a show of hands. The adjunct document, "Guidelines and Responsibilities of the Standing Committee Chairs", may be updated as the need arises without the need for PoCo discussion and approval.

10. Election of the Chair-elect: Carlen Ruschoff, University of Maryland, and a CONSER representative, was unanimously elected Chair-elect, PCC Policy Committee.

11. Summary: Wolven summarized the discussion of the Strategic and Tactical plans by noting that at this meeting, PCC reached a watershed. After 10 years, we have accomplished many of the original program goals. Instead of focusing on rapid expansion and rethinking of standards, we are now concentrating on strengthening the underpinnings of the program and building for the future: broadening coverage of needed records; improved training for all catalogers; adapting standards to meet changing needs. This shift in perspective should allow us to sustain the program's successes while infusing new vitality into its actions.

Approved changes to the Strategic Plan, incorporating the Tactical Plan:

Change all end dates to "2004" except for those items identified as "long-term."

Delete 1.4.3.

Change 2.2.3 to "Encourage progress to align cataloging codes and rule with user needs."

Change 2.4.1 to "Who: Assessment Task Group" and "When to "2004".

Delete 3.1.3.

Delete 3.1.3.1.

Action: The Secretariat will prepare a revised revision of the Strategic Plan/Tactical Plan for review by the Steering Committee and thereafter for distribution to PoCo