PREPARING FOR NACO TRAINING

Checklist of Responsibilities for NACO CONTACT, LC NACO COORDINATOR, TRAINER, REVIEWER, LC LIAISON, and FUNNEL COORDINATOR
Revised March 29, 2010

TRAINERS are encouraged to discuss this list with NACO CONTACTS while preparing for training. This checklist is designed to help the TRAINER, NACO CONTACT, and NACO COORDINATOR prepare for a smooth, successful NACO training session. **Many of the items on this list are time-sensitive**, involving arrangements by LC Coop staff, other units in the Library of Congress, and other agencies. Advance planning is rewarded when all arrangements fall into place with a minimum of worry or inconvenience.

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1. These are the key roles in NACO:

NACO CONTACT
- usually a leader in the cataloging unit at library being trained
- handles logistics for training event
- hosts or assists with the training event
- serves as first pair of eyes to see library's records before submitting to REVIEWER

- maintains quality control after institution becomes independent of external review
- forwards queries, duplicate record reports, and bib file maintenance reports to REVIEWER and/or LC LIAISON during review period; to naco@loc.gov when independent of review
- has NACO BACKUP as understudy, ready to take over these duties as needed.

NACO COORDINATOR
- member of the LC Coop Programs Section
- works with NACO CONTACT to arrange training sessions
- assists with oversight of NACO program activities

TRAINER
- experienced cataloger from PCC institution
- if from LC, serves the dual role of LC LIAISON/TRAINER
- if from other institution, is referred to as "Regional TRAINER"
- may be the Funnel Coordinator of an established NACO project
- delivers training to the new or established NACO institution
- reviews records following classroom training
- classes of more than 15 trainees should used multiple trainers

REVIEWER
- experienced NACO cataloger who reviews records of a NACO library, if the TRAINER is unable to assume the assignment
- extra REVIEWERs often recruited when training sessions involve multiple libraries

LC LIAISON
- a Library of Congress staff member, usually from Coop Programs Section
- assigned to assist TRAINER and new library during training and review (after a new library achieves independence, reports go to NACO@loc.gov)
- receives reports of bib file maintenance and duplicate authority records
- updates records directly in LC's ILS that can't be corrected outside LC

FUNNEL COORDINATOR
- a specialized type of NACO CONTACT, with additional functions
- recruits new members for the funnel project
- helps new members through PCC NACO application process
- assists with logistics for training event
- if independent for NACO, may act as TRAINER and/or REVIEWER
- is responsible to see that all funnel members have appropriate access to NACO materials and receive important PCC communications
- continues review of records for any funnel members not reaching independence

2. Names, titles, mailing addresses, phone, fax, email, etc.: As early as possible, TRAINER, NACO CONTACT, FUNNEL COORDINATOR, and LC LIAISON exchange this

information.

3. Dates for training: Training arrangements must be in place no later than 8 weeks before scheduled training to accommodate the processing of the trainer's travel papers. All arrangements revolve around the dates the TRAINER and the NACO CONTACT establish. TRAINER notifies the NACO COORDINATOR. Training dates: _____

4. Time of training sessions: The TRAINER and NACO CONTACT establish times to begin and end the training sessions, especially for the first day. Times for breaks and lunches must be in place, but can be noted as movable within a 15 minute range, as negotiated with the class on the first day. NACO CONTACT informs participants so that they can arrange their schedules.

5. Location: The NACO CONTACT (or person making arrangements at training site) is responsible for arranging and discussing with the TRAINER:

> A. a suitable **electronic classroom** for the daily sessions where every participant can sit at a table or work surface and spread out bulky training materials and manuals. Instruction may involve both print and online materials throughout the day.

> B. **equipment** for training, such as a trainer's terminal with Internet access, PowerPoint projector, white board, flip chart, overhead projector, PowerPoint software, microphone, etc. as requested by the TRAINER. It is helpful to have access to online cataloging documentation through Cataloger's Desktop.
> **PLEASE NOTE: In the weeks prior to training, the NACO TRAINER and NACO CONTACT should discuss versions of software to be used, availability of CD-ROM and/or other disk or removable drives in the TRAINER's terminal, advance testing of the PowerPoint presentations, etc.**

> C. a group of **terminals** for the hands-on sessions with access to the utility by which the library will contribute its headings. Two participants may share one terminal for inputting records. It must be possible to make printouts of each day's work at a nearby printer.

> D. Local **technical support** for use of the equipment in the classroom, and for use of OCLC Connexion, especially to test systems in advance and to troubleshoot on the first day of training.

6. Number of participants: For the most effective NACO training experience, a class should have no more than 15 trainees to allow the TRAINER and trainees opportunities to interact. Larger classes require an additional NACO TRAINER. The NACO CONTACT will need an exact number prior to the training session to know how many NACO training manuals to prepare from the online pdf documents. The NACO CONTACT should notify the TRAINER and the NACO COORDINATOR at LC of the number of participants in the training for the PCC training

records.

Number of participants: _____

7. Training materials: The NACO CONTACT informs participants which materials they must bring, and consults with the TRAINER and the NACO COORDINATOR on any other materials for training.

Online access to NACO training materials is available for new and existing NACO partners. An existing NACO institution may have one of its own NACO veteran contributors conduct training for its own staff. New or existing NACO institutions may attend sessions led by designated PCC NACO TRAINERs.

If the training session is arranged by the Coop Section, the NACO COORDINATOR instructs the NACO CONTACT where and how to gain access to training materials files. Existing NACO libraries may email the Coop Section (naco@loc.gov) for instructions.

PCC NACO training materials in their most current form must be downloaded from a Google Groups site. File size and complexity prompted the Coop Section to adopt this Web 2.0 distribution method at present. The Coop Section managers of the Google Groups will add the NACO CONTACT as a member of the "NACO Trainees Group" and/or the "NACO Trainers Group," depending on the situation.

The NACO CONTACT must create a login and password in Google Groups as directed. Once the membership in the group is established, members may enter the site without further assistance. A direct way to find Google Groups: http://groups.google.com/

The NACO CONTACT or the individuals attending NACO training must download appropriate files from the training website and create Trainee Manuals well in advance of training. The NACO Trainee Manuals are in the form of .PDF files that require the Adobe Acrobat Reader. The free Reader may be downloaded from the free Adobe web site: http://www.adobe.com/products/acrobat/readstep.html

The NACO CONTACT or local host of the training session must download and test the use of electronic presentation files (PowerPoint slides) files well in advance of training so that training materials and presentation slides are available when the TRAINER arrives.

The NACO CONTACT or local host and the NACO TRAINER must confirm that the versions of software, hardware, and classroom instructional equipment are compatible prior to training.

NACO Trainee binder

> Each trainee should receive a training binder. Portions of the materials are utility-specific, using OCLC screen images in examples and providing links for OCLC documentation. NACO policies and practices apply equally to all systems approved for contribution and migration of records to the LC/NACO database.

NACO Trainer's manual, Answers to exercises, PowerPoint files (if separate)
> These items are not to be shared with trainees prior to training, but may be sent to the NACO CONTACT for the use of the TRAINER and for local use after the classroom sessions. The TRAINER will ask the NACO CONTACT to:
> Load the PowerPoint files and test them in advance
> Print copies of exercise answers to be distributed during class

<u>In rare cases</u>, LC may ship paper copies of some training materials, usually to be used as master sets for local photocopying. Please discuss this with the NACO COORDINATOR when planning begins to allow enough time for shipping and processing before training if this is required.

8. The *Cataloger's Desktop* alternative to print copies: *Cataloger's Desktop* includes most of the standard cataloging documentation, with the exception of NACO training manuals. If the trainees have access to *Cataloger's Desktop* or a suitable online version at terminals in the training room, the NACO CONTACT and TRAINER may decide together to choose this method rather than printing cataloging documents (*MARC 21 AF, AACR/LCRIs*) for the class. LC's Cataloging Distribution Service (CDS) will set up a free short-term account for the duration of the training. The NACO COORDINATOR should request this account from CDS staff at least 2 weeks prior to class. For assistance with software problems, call CDS Technical Support at 800-255-3666, option 4.

9. *AACR* and *Library of Congress Rule Interpretations, Chapters 22-26*

> *AACR2 current edition*
> Each participant reviews these before training and may be asked to bring a copy for Chapters 22-26, or uses the online version in *Cataloger's Desktop*.

> *LCRIs Chapters 22-26*
> Each participant reviews these chapters before training. During training, each participant needs access to the current official *LCRIs* issued by the LC either online via *Cataloger's Desktop* or in hard copy. These chapters may be printed from the PDF document on the trainee materials website:
> http://www.loc.gov/catdir/pcc/naco/trainees.html

> LCRIs are free NACO print subscription items for some members (see 12. Free Subscriptions below.) Will trainees use hard copy or online versions? _____

10. *MARC 21 Authority Format* documents

> The structure of NACO authority records is governed by three documents, all related, and all necessary for NACO work. The following descriptions apply to print materials that may be used instead on *Cataloger's Desktop*.

Part 1. *MARC 21 Authority Format*
This document gives all the possible fields and subfield codes that comprise the structure for name authority records in any MARC 21 database.

Part 2. LC Guidelines Supplement to the MARC 21 AF
The *LC Guidelines* are very brief in content, but indicate which of the *MARC 21 Authority Format* fields are not used in NACO. The preferred way to access them is by *Cataloger's Desktop*. If used in print form, they can be interfiled among appropriate sections of the *MARC 21 Authority Format*. The *LC Guidelines* may be printed from the PDF document on the trainee materials website:
http://www.loc.gov/catdir/pcc/naco/trainees.html

Part 3. *DCM Z1: Name and Series Authority Records*
This document is a section of LC's *Descriptive Cataloging Manual*, and tells the cataloger about content to be included in the MARC 21 fields of a NACO record. The preferred way to access them is by *Cataloger's Desktop*. If used in print form, they can be interfiled among appropriate sections of the *MARC 21 Authority Format*. Some TRAINERs ask that NACO trainees have print copies of the Introduction and 670 sections prepared for use in training workshops. The *DCM Z1* may be printed from the PDF document on the trainee materials website:
http://www.loc.gov/catdir/pcc/naco/trainees.html

There are two options for using *MARC 21 Authority Format* and other cataloging documentation:

Option 1. Use the online version in *Cataloger's Desktop*. Each of the three NACO authority documents is on *Cataloger's Desktop*, with links to the other two so the user can navigate back and forth among the parts.

Option 2. Use a complete print set of *MARC 21 Authority Format* documents if available in the library. Two trainees may share a binder.

Which option will the library use? _____

11. *ALA-LC Romanization Tables*
Libraries contributing name authority headings in non-Latin scripts must use these transliteration schemes. These are not necessary for the initial NACO workshop; however, participants must have a copy available before contribution in non-Latin languages can commence.

Review for non-Latin languages requires the library to provide surrogates of vital pages from the item along with a copy of the name authority record to the reviewer, usually by fax. The LC Coop Section fax is 202-252-2082.

List any non-Latin languages to be used in NACO records_____

12. Free NACO subscriptions: For non-profit NACO institutions with no access to *Catalogers' Desktop*, the NACO COORDINATOR arranges for LC's CDS (Cataloging Distribution Service) to send one free print copy of the latest edition of *MARC 21 Authority Format* and the *Library of Congress Rule Interpretations*, with updates. CDS includes a packing slip listing the values of all items it ships, whether free or requiring payment. An account number beginning with #770263-xxx indicates that the materials are being shipped as a free NACO subscription item.

The NACO CONTACT may retrieve updates for these documents by downloading files from the CDS web site: http://www.loc.gov/cds/freepdf.html
If depending on print subscriptions for CDS documentation, bear in mind that these copies may arrive after your training session.

One free NACO print subscription is provided to the FUNNEL COORDINATOR of each NACO project if *Cataloger's Desktop* is unavailable. The FUNNEL COORDINATOR distributes copies as needed to all other funnel members if there is no online access to documentation. Responsibility for distributing NACO notices and documentation updates continues even after NACO training.

Announcements appear on the PCClist discussion lists to alert participants of update files for NACO documentation, particularly when they prompt new practices.

The *NACO Participants' Manual*, although not designed as a training manual, may serve as a reference, depending on its currency. It is available to all on the PCC NACO page at this address: http://www.loc.gov/catdir/pcc/naco/naco.html

13. Participants' background: A few weeks before training, the NACO CONTACT gives the TRAINER some background on the participants, their level of experience, and the particular languages, formats, or special collections in which they work. If the new library already creates authority records for its own files, NACO CONTACT provides samples for the TRAINER.

14. **Collecting examples:** Several weeks prior to training, the NACO CONTACT asks participants to collect personal, corporate, and geographic names and uniform titles they wish to create during practicum sessions. Make photocopies of title page, colophon, and any other sources for the names if the books or resources themselves will not be used for hands-on training. Please provide 20-40 records per cataloger, including personal names, corporate names, geographic names, uniform titles, and any authority records already established which you feel need to be changed. If time allows during training sessions, participants may bring other questions related to authorities and the authority file.

15. Library's MARC 21 organization code(s) (formerly NUC symbol):
- NACO authority records carry the library's MARC 21 organization code in the 040 field to identify its source.
- OCLC NACO authorization applications require the MARC 21 code.
- The MARC 21 code is needed for record transfer between OCLC and LC, where the LC/NACO Authority File resides.
- PCC NACO statistical calculations use the MARC 21 code.

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- At least eight weeks prior to training, the library should search the list of established codes to see if all units of their institution have MARC 21 organization codes: http://www.loc.gov/marc/organizations/orgshome.html#requests

- If additional codes are needed, or if the online list of MARC 21 codes has outdated information, the NACO institution should apply to LC's Network Development and MARC Standards Office (NetDev) for the codes as directed on the link above. Non-US libraries may need to consult code-issuing agencies in their own countries. This step may take a few weeks.

- If a large institution and its smaller subunits wish to use different OCLC accounts to contribute NACO records via OCLC, they need separate MARC 21 codes. It is helpful also to know the OCLC symbols associated with the NACO contributors.

- If subunits wish to have their record contribution statistics tally with a funnel group and not with the main institution, the subunits need separate MARC 21 codes.

- These examples illustrate MARC 21 codes for the larger institution and its smaller subunits, including specific names:

  - CtY   Yale University–*the larger institution*
  - CtY-BR   Yale University, Beinecke Rare Book Library--*contributes using a separate code, but is not part of a funnel project*
  - CtY-J   Yale University, Judaica Collection–*contributes via the Hebraica NACO funnel project*

- When the NACO institution receives new MARC 21 codes, the NACO CONTACT should share them with the NACO COORDINATOR.

- The NACO COORDINATOR will ask NetDev to add the codes to the list of codes enabled for record migration between LC and OCLC. This step can take a few weeks.

- When the MARC 21 code is enabled for NACO record contribution, NetDev notifies the NACO COORDINATOR, who notifies the new NACO contributor. **No NACO authority records should be contributed via OCLC before the MARC 21 code is ready for action! Premature contributions cause technical problems, and jeopardize the accuracy of record contribution statistics.**

- This chart includes the OCLC symbol since it is useful in the record review process.

MARC 21 codes, OCLC symbols, and complete names of participating institutions and subunits:

MARC 21 code	OCLC symbol	Name of institution, including subunit	Name of institution or funnel project, if subunit stats will not be displayed separately

16. NACO authorizations for OCLC contributors:

- The NACO COORDINATOR must notify OCLC to confirm the PCC approval of the new NACO institution before OCLC will issue NACO authorizations (i.e. upgrade an OCLC account to "NACO Regular" status).
- If a larger institution and its smaller subunits wish to contribute records using a separate OCLC accounts, they will need to have the NACO authorization for each account set to "NACO Regular".
- No later than a month before training, the NACO CONTACT submits an online request form directly to its utility for a NACO authorization set to "NACO Regular".
- A library must have its MARC 21 organization code(s) to complete the application for NACO authorization.
- The best practice is to use the online form, the **OCLC Access & Authorization form, found at:**
  - o **https://www3.oclc.org/app/sysacc/header.pl**
  - o For instructions on completing this form, click here:
  - o http://www.loc.gov/catdir/pcc/naco/Subm_NACO_authofrm.pdf

- Once the online form has been submitted, OCLC will respond within 10 business days. If you receive no confirmation or need to consult with OCLC about the authorization request, please contact:
  - o Luanne Goodson
    OCLC Quality Control Section
    Phone: (800) 848-5878 x5274
    GoodsonL@oclc.org / www.oclc.org
- You should have your authorization account information in hand one week prior to training, and may test your login before coming to class.

The NACO CONTACT may wish to use this table:

MARC 21 code	OCLC symbol	Authorization number	Password

MARC 21 code	OCLC symbol	Authorization number	Password

17. Utility input and update skills: The NACO CONTACT at the new library is responsible for seeing that the participants have the necessary skills needed for the afternoon practicum sessions at the utility terminals. Each participant must know how to sign on, search, input and update records before the week of NACO training. The TRAINER will not provide this training. The NACO CONTACT contacts the utility (or another nearby library) for assistance in learning these skills.

18. Travel arrangements: The TRAINER is responsible for making all travel arrangements, following the practices of the TRAINER's home institution, and consulting with the NACO CONTACT regarding the local transportation, accommodations, meals, and any other issues. LC staff members in the role of TRAINER must make arrangements through the appropriate LC offices at least 8 weeks in advance of training.

19. Travel expenses: The institution receiving NACO training is responsible for the expenses of the TRAINER, whether that trainer is from the Library of Congress or from another library. The TRAINER provides copies of all receipts to the appropriate office. The NACO CONTACT and TRAINER contact their respective financial offices to arrange reimbursement of expenses.

If the TRAINER is an LC staff person, or if the PCC funds any of the travel expenses, the NACO CONTACT should give the NACO COORDINATOR the name of the financial officer who will approve a contract for travel expenses. A signed contract must be submitted to the Coop Programs Section to be conveyed to the appropriate LC business office before any LC staff person may incur travel expenses.

For information on NACO training expenses, please contact Carolyn Sturtevant, PCC BIBCO Coordinator (cast@loc.gov) or your designated NACO TRAINING COORDINATOR in the LC Coop Programs Section.

20. Mailing/shipping materials to LC:

All deliveries to the Library of Congress are screened for safety at a center that handles mail for all federal agencies on Capitol Hill. The processing lengthens delivery time, and employs heat and conditions that discolor paper, melt printer ink, and affect other substances. Deliveries by services such as FedEx, UPS, and DHL are quicker than by the US Postal Service, but do not arrive overnight. Personal mail delivered to Library Staff is not permitted. If email, fax, or phone

can't serve, this is the mailing address:

Cooperative Programs Section

Library of Congress

LS/COIN/Coop

101 Independence Ave. SE

LM 521/522

Washington, DC 20540-4230   (The 4230 brings materials to our section)

21. Course evaluations: The preferred way to send evaluations is for each trainee to complete and submit the online evaluation form on the final day of class. That requires no mailing procedures and no delivery delays due to security screening.

The less efficient way is for the NACO CONTACT to download the evaluation form from the web site and to prepare copies for all the trainees. The NACO CONTACT or the TRAINER may give them out to the group during the final session of the training. The NACO CONTACT collects them and forwards them to LC in an appropriate manner. Security screening for items arriving via USPS shipping may delay delivery.

22. PCClist subscriptions: All NACO CONTACTS and FUNNEL COORDINATORS should be subscribed to the online PCClist by the NACO COORDINATOR. Prior to or following NACO training, the TRAINER or NACO CONTACT may forward email addresses and names of administrators or NACO contributors to the NACO COORDINATOR to ask that they be subscribed as well.