The PoCo meeting agenda and background documents are available from:
http://www.loc.gov/aba/pcc/documents/PoCo-2018/PoCo-Agenda-2018.pdf [PDF; 133 KB]

1. **Review of Strategic Directions 2018-2021** [PDF; 182 KB]
    a. PoCo review of the strategic directions considered the following questions:
        i.   Do timelines need to be changed or updated?
        ii. Are the groups assigned to particular actions still appropriate?
        iii. Are there new initiatives to add as actions?
    b. General comments on the strategic directions (SD):
        i.   Many of the actions under SD1, SD3, SD5, and SD6 are realized through LD4P2 developments.
        ii. The tools used for PCC working group collaboration was a topic raised throughout the PoCo meeting. Google docs makes it easy for groups to collaborate, but it is difficult for long-term reference. Consider appointing an archivist, using a repository, or otherwise establish best practices.
        iii. Use of project management principles would increase PCC effectiveness (SD2)
        iv. Focus on making better use of inter task group liaisons (SD 2.3: (2))

Action: Xiaoli will draft timeline changes and other changes in the strategic directions document and share with PoCo.

Action: To address **SD5 Expand use of linked data value vocabularies to augment, and where feasible to replace, existing metadata practices**: PoCo will provide feedback on the ALCTS CaMMS Subject Analysis Committee's "A Brave New (Faceted) World: Towards Full Implementation of Library of Congress Faceted Vocabularies" white paper [PDF; 432 KB] before ALA Midwinter.
Who: Proposed small group to draft a PoCo response for PoCo approval

2. **BIBFRAME update** Sally McCallum - Chief, Network Development and MARC Standards Office
    a. A demonstration site http://bibframe.org/ provides access to versions of both the BIBFRAME Editor and the BIBFRAME Profile Editor. Users may input data and make changes to profiles. Changes are not savable.
    b. LC will soon release data from the BIBFRAME Pilot 2.
    c. A contract for specifications to convert BIBFRAME data to MARC will end soon. LC will release the specifications, once it has had a chance to work with them.
    d. To facilitate conversion of MARC and BIBFRAME data, LC is exploring the concept of using the bibliographic format for MARC work authority data. Please see Sally's presentation: MARC and BIBFRAME [PDF; 152 KB] for further details.

3. **LD4P2**
    a. The PCC Secretariat posted a cohort training survey that closed Nov. 14, 2018.
        i.   Survey results will help determine the type of training and the appropriate groups for providing it.
    b. PCC approved policies

     i. Policies are necessary, but cohort members need to be able to experiment in areas such as:
       1. Transliteration v. providing vernacular only
       2. Reuse of ontologies
       3. Profiles as a floor that can be built upon
     ii. What is the appropriate group for making LD4P2 policy decisions? Cohort members should be involved in the decision-making
   c. Documentation

Action: Develop a page on the PCC website for LD4P2 documentation and links
Who: PCC Secretariat

   d. Communication
     i. PCC cohort practitioners must be able to share information and ask each other questions

Action: Set up a PCC listserv for practitioners
Who: PCC Secretariat

   e. Affinity groups
     i. One possible affinity group: NLM and other cohort members are interested in testing the recommendations of the CSR BIBFRAME Task Group.
     ii. Policy implications of any affinity group's work need to be shared with the wider PCC membership via a liaison or other mechanism.

4. **Legal Status Task Group recommendations**
   a. Discussion points
     i. Affiliation with another organization probably would require members to pay dues.
     ii. PCC autonomy may be affected by affiliation with another organization.
     iii. Remaining as is doesn't solve the problem of PCC not being able to enter into agreements or grants.
     iv. The partial solution of PCC becoming a non-profit requires a treasurer and involves administrative costs.
     v. As it currently stands donations can be made in certain circumstances to the LC PCC fund for PCC use.

 Action: The PCC Steering Committee will make a decision on the legal status recommendations and thank the task group.

5. **ISBD Punctuation**
   a. PoCo reaffirmed its commitment to move forward with optional omission of ISBD punctuation. ISBD punctuation may be omitted from new bibliographic records according to the following guidelines:
     i. End of field punctuation that is not an integral part of the data (e.g. period in abbreviation, question mark, closing parenthesis, etc.) may be omitted from descriptive fields and authorized access points.

      ii. Punctuation between the subfields of descriptive fields may be omitted. This applies to descriptive fields only, not authorized access points.

      iii. Bibliographic records from which ISBD punctuation has been omitted must be coded: Leader/18 "c" (ISBD Punctuation Omitted)

      iv. The record must be appropriately coded in the 040 $e, i.e. $e rda

      v. Optional omission of ISBD punctuation applies only to newly created bibliographic records, i.e. catalogers should not remove ISBD punctuation or change the Leader/18 descriptive cataloging form code on existing PCC records.

    b. Messaging: PCC members will be informed of the decision through the PCC email lists. ALA Midwinter 2019 is an opportunity to talk to the community about implementing the decision.

Action: The PCC Steering Committee will work with OCLC and the Standing Committee on Applications (SCA) to develop a message announcing the decision, create more specific cataloger guidelines, and define an implementation date.

    6. ISNI Pilot

      a. A sub-pilot to experiment with $1 is being developed

      b. The majority of current participants wish to continue participation in the ISNI Pilot

      c. There is enough funding to renew the PCC ISNI Pilot for another year without asking for additional fees

      d. Additional participants for the coming year could include LD4P2 cohort institutions

Decision: Renew for an additional year using the funds available

Decision: Plan to expand PCC participation in the ISNI Pilot, discuss this further in a PoCo conference call

    7. Task Group Reports

      a. Communication Board Pilot

        i. Upcoming: LD4P2 activities, PCC 25ᵗʰ anniversary

        ii. How do we determine if the pilot is successful?

      b. Linked Data Advisory Committee Report [PDF; 66 KB]

        i. Where should documentation live?

        ii. How are PoCo positions developed from the framing questions asked in the group's paper, "Linked Data and RDA: Considerations for PCC Policy Committee" [PDF; 110 KB]?

Action: PCC Steering Committee is setting up a format to discuss each question with PoCo and develop a PoCo position on each.

      c. Task Group on Engagement and Broadening the PCC Community Interim Report [PDF; 168 KB]

        i. Explore barriers to PCC membership

        ii. Recommendation to expand PCC liaisons to groups such as IFLA

Action: The task group will send out a Survey on barriers to PCC membership

8. **Identity Management Task Group**

Action: Paul Frank will post the group's publicly available presentations on the PCC website

9. Linked Data Best Practices Task Group
    a. Can take over some of the unfinished tasks of the URI Task Group and the recommendations of the BIBFRAME Task Group
    b. How should the recommendations of the Linked Data Best Practices Task Group be sent to PoCo?

Action: PoCo prefers to consider each recommendation from the task group as it is finalized rather than waiting for all recommendations to be finalized.

10. **URI Task Group**
    a. Questions for handling tasks after the group is dissolved:
        i. Who is the point of contact for vendors with questions about coding URIs in MARC?
        ii. Who will update the documentation that the URI Task Group produced?
        iii. Who will oversee the expansion of 024 fields in authority records?
        iv. Who will write URI related MAC papers if needed?

Decision: Since URI work is becoming a normal part of PCC work, roll these tasks into existing standing committees and linked data task groups instead of creating a new group to take them over.

11. **3R Project** [Slide presentation](#) [PDF; 137 KB]
    a. There are three benchmarks to meet before the Beta RDA Toolkit can be declared complete. The existing RDA Toolkit will continue to be available for one year from the date the Beta RDA Toolkit is declared complete. Benchmarks:
        i. Stability of English-language instructions (value vocabularies, instructions, wording for guidelines)
            1. Goal: April 2019
        ii. Core translations completed
            1. Goals: July 2019 (French, German, Spanish) and: Sept. 2019 (Catalan, Italian, Norwegian)
        iii. Policy statements: 5 of 8 existing organizational policy statement sets are complete
            1. Goal: December 2019
    b. Looking at the above goals, the earliest that the RDA Beta Toolkit could be approved is January 2020.

Action: The PCC Steering Committee will invite Kate James to give PoCo updates during selected PoCo conference calls and discuss which areas might require the formation of task groups.

12. **Phase 3**
    a. The original plan for updating the authority file in a onetime replacement ("slam") is no longer feasible for LC
    b. Gray Strawn's program makes it possible to modify 30,000 records a day

    c. One of the NACO nodes has indicated it will have difficulty handling 30,000 records a day
    d. Options for ISNI lookup including maintenance are being explored by LC and ISNI representatives
    e. Adding and maintaining ISNI is only part of the project. The original goal of Phase 3 was to change coding in RDA-acceptable AAC2 authorities to RDA.

Action: LC ILS team will meet with Andrew MacEwan (British Library) and Michelle Durocher (Harvard) to talk about options for ISNI lookup and maintenance. Andrew will run any of the ideas developed through the discussion by the OCLC Leiden Office.

Action: PoCo will discuss further in its November conference call.

13. **Strategic Direction 2.1** Institute a transparent, consultative, and timely decision-making process.
    a. Update: Lori Robare, Judith Cannan, and Manon Théroux are working on a task group cover sheet and task group tracking spreadsheet.

Action: Outcomes will be presented at the December or January PoCo conference call

14. **Standing Committee on Standards (SCS) Review**
    a. Continuity and institutional memory are important for understanding past decisions in a new environment or with new members. Consider staggering terms of co-chairs and/or members
    b. PCC decision-making process needs to be clarified and transparent
    c. Care needs to be taken in setting up new task groups so that SCS has representation

Action: The outcomes from 13 above on strategic direction 2.1, the task group cover sheet, and the task group tracking spreadsheet will address some of the issues raised by the SCS review. PoCo phone calls are also opportunities to keep task group work on track.

Decision: The new charge of the SCS was approved with formatting changes (bullets instead of numbering)

Action: The other standing committee's charges will be revised to use bullet formatting, then sent to the standing committee chairs for approval. The Secretariat will make these changes and share with the standing committee chairs and PoCo.

15. **Standing Committee on Training (SCT) update**
    a. PoCo members are encouraged to provide the chair of the SCT with feedback on the [LRM/3R Task Group outline for LRM training](#) [PDF; 201 KB]

16. **PCC Business**
    a. Approval of the Governance Document revisions will be deferred until the revised standing committee charges have been incorporated.

Action: Approval of the Governance Document will be put on the agenda for the November PoCo call.

17. **Wrap up decision:** PoCo monthly calls will be extended from 60 to 90 minutes.