PCC Task Group on Required Contributions to the PCC

Implementation Recommendations

Submitted to PCC Policy Committee
October 20, 2023

Introduction

At the PCC Policy Committee (PoCo) meeting in March 2023, PoCo approved the [Final Report](#) of this task group. It was acknowledged during discussion that some of the recommendations may require significant work to implement and further consideration is necessary now that PoCo has approved the recommendations. This report is a supplement to the task group's Final Report.

The task group began this phase of their work in May 2023.

Many of these actions will require the vote or endorsement of PoCo, with the Secretariat responsible for completing the work. Recommendations that involve modifications to the PCC Directory are understood to create additional complexity and therefore may be delayed or may not be implementable; in the interim some of this additional functionality may be accomplished through the use of a form or e-mail submissions.

Recommendations

1. Change the term "required contributions" to "expected contributions".
   - Revise the [Program for Cooperative Cataloging Governance Document](#) sections for "Production Requirements" and "Low Production or Quality in Member Output" (III.B) to change words such as "required" and "requirements" to "expected" and "expectations". Review the Governance Document for additional instances that need to be revised.

2. Develop a written justification for the importance of statistics.
   - Develop a statement about how statistics are used by the PCC (for example, to advocate for funding or to justify trainers' time). This should include information to clarify the importance of submitting accurate statistics and may acknowledge the time burden for institutions in collecting and submitting their statistics. This statement should be posted on the PCC [statistics web page](#).
   - Revise the [NACO training (Module 8)](#) to include a slide about the importance of submitting accurate statistics.

3. Change the contribution expectations to be a multiple of the number of active PCC catalogers at an institution. Revise the statistics submission form to record the number of individuals who contribute.
   - Determine a number of contributions per cataloger per year that are necessary to justify training and review of new participants, maintain infrastructure to support PCC operations, and ensure catalogers are able to remain proficient. Consider an upper limit for the number of catalogers at which point a single institution is able to maintain a local community of practice to ensure proficiency and provide training and review. A potential expectation for NACO, BIBCO, and CONSER participants is 12 records per cataloger per year, for up to six catalogers (that is, no institution would be expected explicitly to contribute more than 72 records per year), while a potential expectation for SACO participants is 12 records per year.
   - Revise the [Program for Cooperative Cataloging Governance Document](#) section for "Production Requirements" (III.B) to indicate this number of contributions and that each institution is responsible for determining how to meet the expectation.
   - Modify the statistics submission forms in the [PCC Directory](#) for each component program to allow each institution to indicate how many full-time-equivalent catalogers contribute work to that program.

4. Distinguish between "cataloging" contributions and "community" contributions and develop a section within the statistics submission form to allow institutions to provide a short narrative of their community contributions.
   - Revise the [Program for Cooperative Cataloging Governance Document](#) to include a section on types of contributions and provide some examples of "community" contributions (for example, serving on standing committees or task groups or revising training documents).
   - Modify the submission form in the PCC Directory to allow each institution to indicate, if desired, their collective "community" contributions as a narrative.

5. Recognize cataloging and community contributions by providing recognition to both the individual and their institution.
   - Create templates for acknowledgement letters that express appreciation for contributions by individuals and institutions. Consider options for personalizing such letters, such as by including superlatives (for example, the most contributions by an institution not in the United States) and mentioning "community" contributions.
   - Consider establishing a community recognition process, by which individuals at PCC institutions could nominate other catalogers for recognition due to their contributions.
   - Investigate the sustainability of producing acknowledgment letters.
   - Modify the statistics submission forms in the [PCC Directory](#) for each component program to allow each institution to indicate, if desired, the e-mail addresses of catalogers contributing work to that program. Modify the general submission form in the [PCC Directory](#) to allow each institution to indicate, if desired, the e-mail

addresses of administrators (for example, the head of the cataloging unit or the library director).

6. Work with LC to determine whether statistics can be collected when they are loaded into the LC database, based on the cataloging agency or the latest modifying agency recorded. If this is not possible, work with the NACO nodes to determine whether some or all statistics collection could be automated, which may require different solutions for the different programs.
    ● Eliminate the distinction between series name authority records and all other name authority records to reduce effort, since it is optional for institutions to distinguish between these two categories. Modify the statistics submission forms in the PCC Directory for NACO to reflect this.
    ● Consult with LC about the feasibility of developing the infrastructure for this work.
    ● Consult with NACO nodes about their willingness to manage this work and the feasibility of developing the infrastructure for this work.
    ● Investigate whether NACO statistics can be automatically collected, since this would benefit the most PCC institutions.
    ● Publicize the statistics reporting features available from NACO nodes.

7. Develop a section within the statistics submission form to allow institutions to provide a short narrative of mitigating circumstances that caused them to not meet their expected contributions.
    ● Revise the Program for Cooperative Cataloging Governance Document section for "Production Requirements" (III.B) to include a policy for mitigating reasons for not meeting expected contributions (for example, staff retirements or a system or collection migration that interrupted normal operations) and the permissible duration for those circumstances.
    ● Modify the submission form in the PCC Directory to allow each institution to explain, if necessary, their mitigating reasons as a narrative.

8. For new members that are not part of funnel projects, reduce expected contributions either to one-third for the first year and two-thirds for the second year then regular contributions or to one-half for the first year then regular contributions. Alternatively, establish a funnel project for new members to join temporarily for their first two or three years of membership.
    ● Reduce expectations for new members by gradually increasing expected contributions.
    ● Revise the Program for Cooperative Cataloging Governance Document sections for "Levels of Membership" (II.A) and "Production Requirements" (III.B) to indicate this introductory period.
    ● Modify the statistics spreadsheets for each component program to include a column indicating whether an institution is in their introductory period.

9. Develop expectations for program funnels and for funnel coordinators to confirm active participation and encourage engagement of funnel members.

- Implement an expectation for an annual meeting of all program funnels to discuss business and ensure a continuing need and continuing participation of funnel members.
- Revise the [Guidelines/Responsibilities of the Funnel Coordinator](#) document to include these expectations.

10. Establish a funnel project for individual contributors. Work with the NACO nodes to facilitate this.
    - Establish a MARC organization code for the funnel project.
    - Consider developing a charge for the funnel project. This should indicate that the funnel is intended for unaffiliated catalogers (for example, independent librarians and retirees) who already have experience with PCC cataloging and already were independent in specific programs at a PCC institution and is not intended for experienced catalogers with PCC training who have moved to non-PCC institutions (for whom expedited membership is available) and the expectations of the coordinator to ensure responsibility for managing system permissions and maintaining accurate funnel membership.
    - Develop an application form for individual members. Consider a membership limit.
    - Work with the NACO nodes to establish credentials for the funnel project.
    - Consider developing this as a pilot project to begin.

11. Establish a membership committee to monitor membership contributions and to provide or organize mentoring services for new members and for existing members who are unable to meet expected contributions. This committee could be responsible for providing initial guidance or training; contacting members that have not met the expected contributions to assess what support or modifications to their participation is needed; and working with funnel coordinators to ensure regular contributions and funnel engagement.
    - Determine whether a membership committee should be established as a standing committee, an advisory committee, or something else.
    - Develop a charge for the committee. This should encompass membership issues broadly, such as facilitating training for new members, ensuring competency is maintained and expectations are met, communicating about PCC work, providing acknowledgement of work, and fostering the sense of community among PCC members.
    - Evaluate whether certain functions currently performed by the Secretariat (for example, scheduling training or assigning reviewers) could be assumed by this committee.
    - Consult with the [Standing Committee on Training](#) in the establishment of this committee and assign a liaison between the two committees.

12. Investigate how cataloging contributions will be measured in a linked data environment.
    - Establish a task group to examine how cataloging contributions can be measured in a linked data environment.

Task Group Members

Brian Stearns (Chair) (University of Alberta)
Judith Cannan (Library of Congress)
Karen J. Detling (National Library of Medicine)
Chris Long (University of Colorado Boulder)
MacKenzie Smith (University of Georgia)
Cynthia Whitacre (OCLC)
Hank Young (University of Florida)

Appendix 1

Draft Statement on the Value of Statistics (Recommendation 2)

Accurate statistics are useful for the PCC to show each institution's value to the shared cooperative cataloging effort and to demonstrate the value of collective work in relation to the costs associated with maintaining the PCC. Statistics may also be useful internally for individual institutions to demonstrate the value of their contributions to the PCC. Without reporting accurate statistics, it is impossible for the PCC to understand why an institution is not meeting their expected contributions and how the PCC can assist with increasing production or shifting participation into a funnel project. The range of work that catalogers do and the multiple systems in which work is completed makes it very complex to automate the reporting of statistics, and the work that catalogers must do manually to maintain statistics is appreciated.

Draft Governance Document Revisions for Production Expectations (Recommendation 3)

To the "Production Requirements" section (III.B, pages 12-13), delete paragraphs 3-6 and add: The production expectation for each program except SACO is 12 records per full-time-equivalent cataloger per year, with each member reporting the number of catalogers participating in each program and the actual production to meet this expectation determined by each member. The production expectation for SACO is 12 records per year.

Draft Governance Document Revisions for Community Contributions (Recommendations 4 and 5)

To the "Production Requirements" section (III.B, pages 12-13), add: Community contributions include, but are not limited to, the following:
- Serving on a PCC committee
- Serving on a PCC task group or other officially constituted group
- Serving as a Funnel coordinator
- Serving as a trainer for one of the programs (NACO, BIBCO, etc.)
- Serving as a reviewer/mentor for new members of one of the programs (NACO, BIBCO, etc.)
- Providing answers to member questions on the PCC discussion lists

Draft Templates for Recognition Letters (Recommendation 5)

Dear [Library Director, Head of Cataloging, etc.]:

On behalf of the Program for Cooperative Cataloging (PCC), we are writing to acknowledge the recent contribution[s] made to the PCC by [employee].

As you may know, the PCC is an international cooperative effort aimed at expanding access to library collections by providing useful, timely, and cost-effective cataloging that meets mutually-accepted standards of libraries around the world. Our mission depends on the generous contributions of time and expertise by members.

[Paragraph (brief) about the specific contribution made by the member and its significance.]*

[Employee's] contribution would not have been possible without the support of [his/her/their] institution and your leadership.

*Sample: [Employee] served as a member of PCC Task Group on Required Contributions. The Task Group investigated the issue of PCC production requirements for members and made recommendations to the PCC Policy Committee on ways to better reflect the contributions of PCC members. [Employee] made significant contributions to the group and showed great insight into the issues that might be impacting member institutions' contributions and/or their reporting of contributions. [Employee's] insights and recommendations will help to make the PCC a stronger and more inclusive organization.

Dear [PCC member]:
On behalf of the Program for Cooperative Cataloging (PCC), we are writing to express our appreciation for your recent contribution[s] to the PCC.
[Paragraph (brief) about the specific contribution made by the member and its significance.]
The PCC would not be able to carry out its mission without the generous contributions of time and expertise by members.

Draft Governance Document Revisions for Mitigating Reasons (Recommendation 7)

To the "Production Requirements" section (III.B, pages 12-13), add: <u>The PCC understands that any institution may face extenuating circumstances that prevent it from contributing at the expected level for a finite amount of time. Such circumstances may include system migrations, physical migrations that make the collection inaccessible, retirements, and budget reductions. If an institution anticipates that any extenuating circumstances will not persist for more than a year, they may describe them in the PCC Directory. If the circumstances are expected to persist for more than a year, the institution should contact the Membership Committee to discuss plans for maintaining engagement.</u>

Draft Governance Document Revisions for Introductory Period for New Members (Recommendation 8)

To the "Full Level" section (II.A, pages 2-3), add: <u>New members have an introductory period. This period begins with the start of the first full year of membership, with production expectations one-third for the first year and two-thirds for the second year. The introductory period ends after two full years of membership, with the expectation of full member contributions.</u>

To the "Full Level" section (II.A, page 4), revise the chart to indicate that it applies only after the introductory period or to include the fractional expectations during the introductory period.

Draft Revisions for Funnel Coordinators (Recommendation 9)

To the "Requirements and Responsibilities" section (pages 1-2), add: <u>Host an annual meeting to discuss funnel business. Contact any absent funnel members to determine their status within the funnel.</u>

Draft Charge for the Membership Committee (Recommendation 11)

Under the guidance of the PCC Policy Committee, the Membership Committee:

- Monitors member contributions from both institutions and funnels to ensure that levels of expected contributions and engagement are being routinely met;
- Contacts coordinators of institutions and funnels that are not meeting expectations to provide mentoring support and recommend solutions to help increase contributions or modify the level of participation;
- Facilitates communication between independent PCC members and PCC trainers and funnel coordinators to organize retraining or transition institutions to funnel projects;
- Distributes recognition/acknowledgment/appreciation letters to individuals and their institutions recognizing outstanding contributions to the PCC to raise awareness among library administrators of the importance of the PCC's work.

Appendix 2

Proposed modifications to the PCC Directory

Modify the main submission page to allow:
- a narrative section for "community" contributions
- a narrative section for mitigating reasons for not meeting expected contributions
- an e-mail address section for the library director or head of the cataloging unit

Modify the submission page for each program to allow:
- a numerical designation of active catalogers
- an e-mail address section for all active catalogers

Modify the submission page for NACO to remove the columns for series authority records