

Guidelines/Responsibilities of the Funnel Coordinator

Revised January 16, 2019

Policy

The PCC views funnel membership as an efficient means of contributing to BIBCO, CONSER, NACO, and SACO.

Membership

Funnel Level membership is granted to institutions that are unable to fulfill the requirements of other levels of membership and also to those organizations that wish to join a funnel in addition to their existing level of membership to benefit from the funnel's language, subject, format, or locality focus. A member of a funnel with two PCC status levels will be recorded as a PCC member at their primary level and not at the funnel level. While active contribution is required of all PCC participants, no minimum number of contributions is required of individual funnel member institutions per year. Record contributions may be original, maintenance, or authentication of new PCC records.

Funnel membership is available for all of the institutions performing BIBCO, CONSER, NACO, and SACO work.

Forming Funnels

An organization or person wishing to form a funnel must be from an existing independent institutional member of the program for which the funnel is being established. The organization or person wishing to form a funnel should work with the PCC Secretariat to establish the funnel and to determine who will serve as funnel coordinator. Please contact the appropriate program via the program's general email address: bibcomail@loc.gov; conser@loc.gov; naco@loc.gov; saco@loc.gov for instructions on submitting an application to form a new funnel.

Requirements and Responsibilities

Funnel coordinators:

- Provide training and record review for funnel members
- Must be very familiar with the program in which the funnel is established
- Cast one vote representing the entire funnel in annual Policy Committee elections
- Cannot compel a PCC member institution to submit their records through a particular funnel.¹
- Recruit new funnel member institutions
- Add new member institutions upon receiving funnel member applications
- Maintain accurate and up-to-date lists of funnel members

¹ Exception: PCC participants must submit music work and expression NARs through the NACO-Music Project.

- Ensure that all funnel members are contributing at a level that maintains the integrity of the funnel

Communications

- Funnel coordinator or funnel members may choose to establish a website or listserv for communication with each other.
- Funnel coordinator disseminates information to the members and communicates with them at least quarterly.
- Funnel coordinator receives correspondence and responds to it.

New Membership Application Process: responsibilities and actions

Before adding new libraries to an existing funnel, coordinators should remember to do the following:

1. Have the individual library funnel participants fill in the appropriate application form and submit it via the PCC Directory

- [BIBCO application](#)
- [CONSER application](#)
- [NACO application](#)
- [SACO application](#)

2. Send a list of any libraries which are becoming NACO members to naco@loc.gov and include each institution's MARC 21 Organization Code to enable the gathering of funnel statistics for individual participants. A NACO candidate library, or unit within a library, lacking a MARC 21 organization code can apply for a code online by visiting the LC Network Development and MARC Standards Office's website, [How to Request a MARC Organization Code](#).

3. Ensure that each library requests BIBCO/CONSER/NACO authorization(s) from OCLC or SkyRiver as needed. Contact the appropriate BIBCO/CONSER/NACO program coordinator for details on requesting authorizations. Each individual library is responsible for filing its own request. When a funnel coordinator notifies a BIBCO/CONSER/NACO program coordinator that a new library is being added to a funnel, the program coordinator is responsible for notifying OCLC/SkyRiver of the eligibility of the library's BIBCO/CONSER/NACO authorization(s).

Refer to individual program websites for additional details on funnel membership in BIBCO, CONSER, NACO, and SACO.