

# Program for Cooperative Cataloging Governance Document

Revised June 15, 2022

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## I. Mission Statement

The PCC promotes the discovery and use of the world's knowledge by supporting metadata producers in library and other cultural heritage communities and by forging alliances with partners who share common goals. PCC members create trusted metadata and support its use and reuse by global communities.

The PCC:

- Leverages data models, vocabularies, and technologies in support of flexible, interoperable, and scalable production methods
- Enables the extension, iterative enhancement, reuse, and open exchange of metadata
- Develops, documents, and promotes best practice
- Advances initiatives by brokering agreements among stakeholders
- Empowers metadata practitioners through training, education, and current awareness
- Experiments with new technologies and develops tools for metadata creation and editing
- Partners with scientific and cultural heritage institutions, publishers, and vendors

## II. Levels of Membership and Component Programs

### A. Levels of Membership

There are four levels of membership. Each program has two levels: Full and Funnel. CONSER has two additional categories: Associate and Enhance. See individual program documentation for a full description of each level. A brief description of each level follows.

**Full Level** organizations have voting rights in annual Policy Committee elections. These members are required to meet the production requirements of the PCC and to create records that adhere to PCC policies.

**Associate Level** (CONSER) organizations have voting rights in annual Policy Committee elections. These members are required to meet the production requirements of the PCC and to create records that adhere to PCC policies. Production requirements for the associate level are lower than the full level CONSER requirements.

**Enhance Level** (CONSER) organizations have no voting rights in annual Policy Committee elections. Enhance level members enrich and/or maintain authenticated CONSER records to reflect changes in the serial. These members are required to meet the production requirements of the PCC and to enhance records that adhere to PCC policies. Production requirements for the enhance level are lower than the full level CONSER requirements.

**Funnel Level** is granted to institutions that cannot fulfill the requirements of the 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.

Requirements and responsibilities of a Funnel coordinator in all PCC programs include:

- Funnel coordinator must be an existing member of the PCC program in which the funnel is being established
- Funnel coordinator provides training and reviews records for funnel members and so must be very familiar with the program in which the funnel is established
- Funnel coordinator casts one vote representing the entire funnel in annual Policy Committee elections
- Funnel coordinator cannot compel a PCC member institution to submit their records through a particular funnel.<sup>1</sup>

For more information, see [Guidelines/Responsibilities of the Funnel Coordinator](#) (Word; 33 KB).

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

Membership level	Full	Associate (CONSER only)	Enhance (CONSER only)	Funnel
Production requirements	NACO: 100 or 200 BIBCO: 100 SACO: 12 CONSER: 200	CONSER: 100	CONSER: 50	none
Voting rights in PoCo elections	yes	yes	no	Funnel coordinator only

## B. Component Programs

### 1. BIBCO

Membership Levels:

- Full (voting)
- Funnel (funnel coordinator votes on behalf of funnel)

BIBCO members create and share bibliographic data for monographs and integrating resources in all formats and participate in the development of standards. NACO independence is a prerequisite for all membership levels. An individual institution may join this program, or a group of libraries with a common interest may form a funnel project to contribute via a coordinator who represents the funnel participants.

### 2. CONSER

Membership Levels:

- Full (voting)
- Associate (voting)
- Enhance (non-voting)
- Funnel (funnel coordinator votes on behalf of funnel)

CONSER members contribute bibliographic data for serials and integrating resources in all formats and participate in the development of cataloging standards for cataloging these resources. Full and Associate members authenticate CONSER data and maintain the CONSER database; Enhance members

contribute to the maintenance of CONSER data. NACO independence is a prerequisite for members contributing authenticated CONSER data. An individual institution may join this program, or a group of libraries with a common interest may form a funnel project to contribute via a coordinator who represents the funnel participants.

### **3. NACO**

Membership Levels:

- Full (voting)
- Funnel (funnel coordinator votes on behalf of funnel)

NACO members contribute authority data to the national authority file. An individual institution may join this program, or a group of libraries with a common interest may form a funnel project to contribute via a coordinator who represents the funnel participants.

### **4. SACO**

Membership Levels:

- Full (voting)
- Funnel (funnel coordinator votes on behalf of funnel)

SACO members contribute proposals for subject headings to LCSH, genre/form headings to LCGFT, demographic group terms to LCDGT, medium of performance terms to LCMPT, and classification numbers to LC Classification. An individual institution may join this program, or a group of libraries with a common interest may form a funnel project to contribute via a coordinator who represents the funnel participants.

## **III. Governance**

The Program for Cooperative Cataloging is a democratic and diverse organization whose mission and goals are determined by its membership. The governance structure is flexible to allow for rapid adaptation to the changing needs of the organization and its participants.

Guidelines outlining the responsibilities of members functioning in different roles for the PCC are found on the [PCC Organization & Governance page](#).

The PCC Policy Committee (PoCo) guides the PCC. The Steering Committee works with the Secretariat to manage the Program. The Operations Committee (composed of representatives from the four programs--BIBCO, CONSER, NACO, and SACO) and the three Standing Committees (Applications, Standards, and Training) complete the PCC governance structure. Revisions to the existing governance structure are made by the Secretariat at the direction of the Policy Committee.

### PCC Basic Organizational Structure



## A. Policy Committee

### Composition

The Policy Committee is composed of permanent and rotating voting members, plus several non-voting members. Voting members are limited to policy-level personnel of member institutions.

### Voting Members:

#### ***Permanent:***

Four (4) representatives, one from each of the following institutions: the British Library, the Library of Congress, Library and Archives Canada, and OCLC.

#### ***Rotating:***

Three (3) executive officers: Chair, Chair-Elect, and Past Chair.

Three (3) Standing Committee chairs. When there are co-chairs, the vote is given to only one chair.

Nine (9) at-large representatives elected from active full-, associate-, or funnel-level PCC institutions. At-large representatives may serve simultaneously as executive officers, resulting in a variation in the total number of voting members. In such situations, each person is only eligible to cast a single vote.

### **Non-Voting Members:**

ALA/Core Liaison and representative(s) from the Secretariat.

### **Terms of Office**

Executive officers serve one-year terms. Other rotating members serve staggered three-year terms. Terms of executive officers and new rotating members commence on Oct. 1<sup>st</sup> of each year. Members may serve multiple terms, but no more than two consecutive terms. If a rotating member cannot complete a term, the Steering Committee appoints a representative to complete that term. Please see the [Guidelines for Elected Representatives to the PCC Policy Committee](#) (PDF; 127 KB) for further information.

ALA/Core Liaisons serve three-year terms, commencing July 1<sup>st</sup> of each year. They may serve multiple terms, but no more than two consecutive terms. Please see [Term, Selection, and Responsibilities of the ALA/Core Liaison to PCC](#) (PDF; 119 KB) for further information.

### **Executive Officers**

The Chair of the Policy Committee is the executive leader of the Program for Cooperative Cataloging. The Chair is responsible for leading, planning, and conducting meetings of the Policy Committee, the Steering Committee, and any general Participants' Meetings. In cooperation with the Secretariat and with the advice of the Steering Committee, the Chair carries out or delegates responsibility for assignments and represents the Program as necessary between these meetings. The Chair is assisted and advised by the Chair-Elect and the immediate Past Chair.

Please see the [Guidelines and Responsibilities of the PCC Chair](#) (PDF; 138 KB) for further information.

All elected Policy Committee members are eligible to become Chair-Elect and Chair, even if their term as Chair extends past the expiration of their Policy Committee election term.

The Steering Committee selects appropriate candidates for Chair-Elect and seeks their approval plus approval of the Policy Committee. Selection of the Chair-Elect takes place after the results of the Policy Committee election are known. The Steering Committee asks for approval of the chosen candidate in advance of the Policy Committee Meeting in November.

The Chair-Elect serves for one year. Following his or her term as Chair-Elect, the person serves for one year as Chair.

The Chair serves for one year. If the Chair cannot complete this term, the Chair-Elect serves the remainder of the term, plus his or her own term. The Policy Committee shall immediately choose a new Chair-Elect. Following his or her term as Chair, the person serves for one year as Past Chair.

### **Announcing New Officers and Communication**

Newly appointed officers are announced on PCC email lists as soon as their appointment is confirmed. Officers are added to appropriate email lists for the Policy Committee, Steering Committee, Standing Committees, and PCC Programs after their appointment.

### **Responsibilities and Meeting Structure**

The responsibilities of the Policy Committee are to guide the governance of the Program as a whole; to develop, review, and approve long-term strategies, plans, goals, and objectives; to initiate, review, and approve policy in regard to non-technical matters; to devise criteria for membership; to review resource implications of technical policy initiatives and other operational recommendations; to establish task groups, advisory committees, and other bodies; and to evaluate the charges of the standing committees (and any advisory committees) on a rotating cycle so that each is reviewed once every three years. Please see [Periodic Reviews of the PCC Standing Committees and Advisory Committees](#) (PDF, 86 KB) for more information.

The Policy Committee meets at least once a year in a one or two full-day session, usually in the last quarter of the calendar year, generally the first Thursday and Friday of November. Individuals from PCC institutions and representatives from



for-profit organizations may attend these meetings as observers, space permitting. Observers are asked to request advance approval from the Secretariat if they would like to attend. Reports of Policy Committee meetings are distributed to PCC participants and liaisons from other organizations.

In addition to the annual meeting, the Chair may hold web or telephone conferences with the Policy Committee members.

### **Task Group Recommendations**

The Policy Committee shall act on PCC Task Group reports and recommendations as soon as possible after receipt and shall communicate decisions back to the Task Groups and to the PCC membership.

Please see [Guidelines/Responsibilities of PCC Task Groups](#) for further information about PCC task groups.

### **Advisory Committee Recommendations**

The Policy Committee shall act on PCC Advisory Committee reports and recommendations as soon as possible after receipt and shall communicate decisions back to the Advisory Committees and to the PCC membership.

Please see [Guidelines/Responsibilities of PCC Advisory Committees](#) for further information about PCC advisory committees.

### **Commissioned Reports, White Papers, etc.**

Recommendations of ad-hoc working groups, commissioned papers, and white papers will be submitted to the PCC Steering Committee before being distributed to the PCC Policy Committee for comment.

### **Election Process**

#### **Nominating Committee**

The Nominating Committee consists of the Chair-Elect (acting as chair of the nominating committee), the Past Chair, and one other member of the PCC Policy Committee selected by the Chair-Elect. The Secretariat shall provide information to the Chair of the Nominating Committee on the positions to be filled on the Policy Committee. In February of each year, the Committee shall identify representatives of institutions for candidacy to the Policy Committee. The Nominating Committee

members shall contact prospective candidates to brief them on the duties of the Policy Committee and to ascertain their willingness to serve.

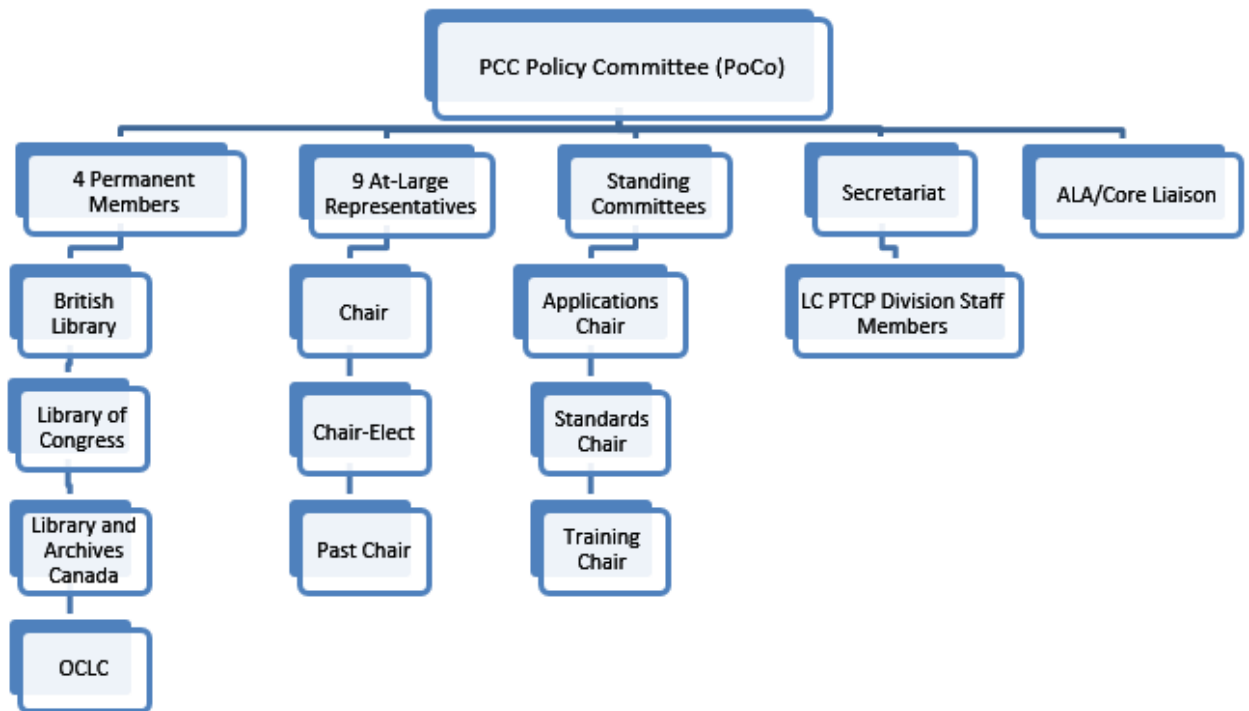
The Nominating Committee shall put forward as candidates individuals from member institutions for at-large membership on the Policy Committee and direct the Secretariat in the preparation of the ballot. Ideally, a slate of candidates that exceeds the number of openings will be presented each year to the membership. See the [Nominating Committee Guidelines](#) (PDF; 178 KB) for further information.

## **Voting**

The Secretariat shall prepare the ballot in the PCC Directory and open the election to the voting PCC institutional members in advance of the Steering Committee Meeting in June. Each eligible institution may cast one vote in the PCC Directory. All full-level member institutions and CONSER associate-level member institutions have full voting rights. Funnel coordinators from the various PCC programs will cast a single vote on behalf of the members of the funnel they coordinate.

Directors (or equivalent officers) of voting PCC institutional members may delegate voting rights to another person from their own institution (e.g. the institution's BIBCO, CONSER, NACO, or SACO representative) but cannot give their right to vote to someone who already has voting rights due to their own role in the PCC (e.g. a PCC funnel coordinator). A voter cannot vote twice for any one candidate for the same office.

## PCC Policy Committee Composition



### B. Steering Committee Composition

The committee is composed of five voting members and one non-voting member. The voting members are the Chair, Chair-Elect, and Past Chair of the Policy Committee and the permanent representatives of the Library of Congress and OCLC.

If a vote on a particular issue results in a tie because a voting member is absent, the Chair seeks the vote of the absent member as quickly as possible following the meeting.

The Secretariat's representative on the Policy Committee serves in a non-voting capacity. The program coordinators, official and acting, who work with the Secretariat, serve in a non-voting capacity.

### Responsibilities and Meeting Structure

The Steering Committee meets at least two times a year for approximately two or three hours. These meetings are held in conjunction with ALA Annual Conference and the annual PCC Policy Committee meeting.

In addition, the Chair may hold conference calls with the Steering Committee as warranted. Minutes are distributed to Steering Committee members only; reports of action items are sent to Policy Committee members as appropriate. Appropriate action items and decisions are posted on the PCC website.

The Secretariat forwards to the Steering Committee institutional membership applications and applications to create funnels with its recommendation for approval or disapproval. The final decision rests with the Steering Committee.

The Steering Committee polls the Policy Committee representatives and other members in regard to important issues that arise between regularly scheduled meetings and makes decisions, as appropriate; directs the strategic planning process for the Program; and seeks and manages resources in support of Program goals.

During the search for a new chair for a Standing Committee, the Steering Committee receives a list of potential candidates for the position from the incumbent. In consultation with the incumbent chair, the Steering Committee selects the new chair. If no proposed candidate is suitable, the Steering Committee may turn also to the Policy Committee for other candidates.

### **Production Requirements**

The PCC has production requirements for each of its programs that members are expected to meet. These requirements do not apply to funnel members.

PCC member institutions self-report statistics at least twice a year using the PCC Directory.

NACO participants are required to achieve the following. Large libraries (all ARL and national libraries) must contribute at least 200 new or modified name and series authority records. Small libraries (state, public, college, special libraries, and those with specialized collections) are required to contribute at least 100 new or modified name and series records.

SACO participants must contribute 12 proposals a year.

BIBCO participants must contribute 100 records annually.

CONSER participants choose from different levels of membership. A Full-Level member must contribute a minimum of 200 newly authenticated or modified

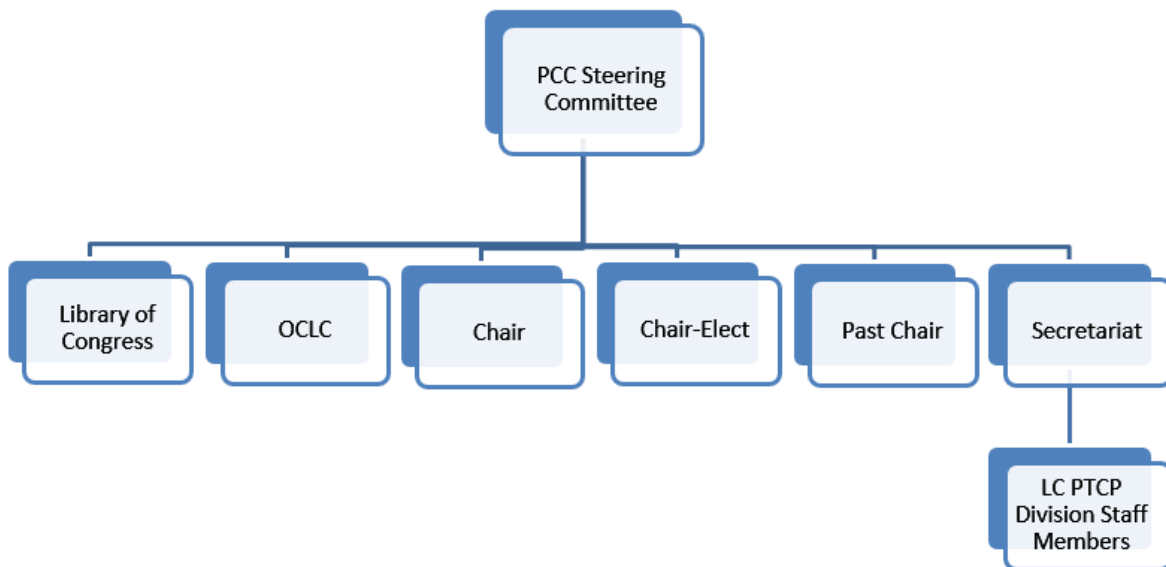
records per year. An Associate member must contribute a minimum of 100 transactions per year. An Enhance member must contribute a minimum of 50 transactions per year.

### Low Production or Quality in Member Output

The Secretariat identifies institutions whose low production or quality becomes a cause for concern, bringing these concerns to the attention of the Steering Committee. The Secretariat will identify two categories of low production. Both categories apply to independent institutions not solely associated with a program as a funnel member:

1. Institutions that have not met program production requirements in the past **two years** based on PCC annual statistics will be encouraged to contribute or join a funnel to retain their active membership.
2. Institutions that have not met program production requirements in the past **three years** based on PCC annual statistics will be notified that its membership in the PCC has been concluded. To become active again the institution will need to reapply for membership and undergo retraining. The chair of the Policy Committee will notify the institution that its membership in the PCC has been concluded.

### PCC Steering Committee Composition



## **C. Operations Committee**

### **Composition**

The Operations Committee is composed of two designated representatives each from the NACO and SACO programs, representatives from BIBCO and CONSER libraries, members of the Secretariat at the Library of Congress, and two OCLC liaisons. The three Standing Committee chairs attend the meetings and receive information distributed to Operations Committee representatives. All program members are welcome to attend the Operations Committee Meeting, space permitting. Program members are asked to request advance approval from the Secretariat if they would like to attend and are not Operations Committee representatives.

### **Purpose**

The purpose of the Operations Committee is to maintain efficient and effective PCC activity locally and across the Program; review operational procedures and suggest changes; develop and maintain documentation; and contribute to the development of standards by proposing, reviewing, and/or commenting on proposed changes to cataloging instructions, LC-PCC Policy Statements, encoding standards, or other standards in conjunction with the Standing Committees. The Operations Committee keeps Program members informed of current developments that have potential impact on Program policies through communication with all PCC members and notices to appropriate discussion lists.

### **Meeting Structure**

The Operations Committee Meeting convenes annually in the second quarter of the calendar year, generally the first Thursday and Friday of May. Representatives of BIBCO, CONSER, NACO, and SACO meet jointly for a full day Thursday and a half-day on Friday. The two-day Meeting addresses issues that have program-wide impact as well as program-specific topics of interest to BIBCO, CONSER, NACO, and SACO members. Some years the Friday meeting is extended beyond a half day to host optional special topic programming. The members of the Secretariat share responsibility for chairing agenda topics as appropriate.

Decisions and action items of meetings are distributed via the PCC website to PCC members and liaisons from other organizations.

## **Funding for Attending the Operations Committee Meeting**

The PCC encourages all PCC institutions to provide appropriate funding to support attendance by their representatives at the Operations Committee Meeting.

The PCC Chair is eligible to receive a partial travel reimbursement (up to \$400) from the PCC Fund.

Prior to each Operations Committee Meeting, the Secretariat identifies institutional representatives that will be eligible to receive partial travel reimbursement from OCLC for the OpCo Meeting as follows:

- \$400 for 14 BIBCO full-level members
- \$400 for 12 CONSER full-level members
- \$400 for 1 CONSER associate-level overseas member
- \$200 for 3 CONSER associate-level members
- \$400 for 1 NACO representative
- \$400 for 1 SACO representative
- \$400 for 3 Standing Committee chairs (when there are co-chairs, the travel reimbursement is shared or given to only one chair)

Institutional representatives qualifying for reimbursement rotate annually to ensure equitable distribution of the travel funding. Only representatives from institutions that meet production requirements (see section III.B above) and are located outside of the Washington, D.C. metropolitan area may receive travel reimbursement. See sections 1-3 below for additional qualifying details.

### **1. NACO/SACO Representatives to the Operations Committee Meeting**

The Secretariat at the Library of Congress selects two representatives each from the NACO and SACO programs to serve on a rotating basis for two-year terms. These appointments are staggered in a manner that ensures that representation at the Operations Committee Meeting reflects the diversity of the Program for Cooperative Cataloging and that all Full-Level NACO/SACO institutions have an opportunity to participate in the work of the Operations Committee. The representatives selected to attend the Operations Committee Meeting must function at the operational level in their own institutions, serving as NACO/SACO liaisons, so that they are able to contribute fully to discussions on technical matters such as cataloging instructions, LC-PCC Policy Statements, encoding standards, and other cataloging-related issues.

## **2. BIBCO Representatives to the Operations Committee Meeting**

Each Full-Level BIBCO institution identifies a representative to attend the Operations Committee Meeting. Representatives must function at the operational level within their own institutions, serving as BIBCO liaisons, so that they are able to contribute fully to discussions on technical matters such as cataloging instructions, LC-PCC Policy Statements, encoding standards, and other cataloging-related issues.

## **3. CONSER Representatives to the Operations Committee Meeting**

Each Full- and Associate-Level CONSER institution identifies a representative to attend the Operations Committee Meeting. Representatives must function at the operational level within their own institutions, serving as CONSER liaisons, so that they are able to contribute fully to discussions on technical matters such as cataloging instructions, LC-PCC Policy Statements, encoding standards, and other cataloging-related issues.

## **D. Standing Committees**

The Program for Cooperative Cataloging has three standing committees: Standing Committee on Applications, Standing Committee on Standards, and Standing Committee on Training. Chairs and members serve no more than two consecutive three-year terms. Terms of office for chairs, as well as those of committee members, are staggered to provide continuity and stability. The chairs of the Standing Committees are selected by the PCC Steering Committee. Standing Committee co-chairs may be appointed instead of a single Standing Committee chair. The Standing Committee chairs report to the Policy Committee. The Standing Committee chairs appoint the members to their committees in consultation with the PCC Chair. If deemed appropriate, non-Program members may serve on standing committees, but a majority of each committee's membership must be drawn from Program participants. The committees' membership is generally no more than ten and reflects the diversity of the Program. OCLC and LC may name liaisons to each Standing Committee. The Standing Committee Chairs may appoint one or more interns to their committees in consultation with the PCC Chair. The Standing Committee chairs may form task groups or subcommittees to address specific issues as needed with the approval of the Policy Committee Chair or at the instigation of the Policy Committee. The charges of the Standing Committees will be evaluated annually by the Policy Committee on a rotating cycle, so that each committee charge is reviewed once every three years.



Please see [Guidelines/Responsibilities of the Standing Committee Chairs](#) for further information.

## **1. Standing Committee on Applications**

Charge: Under the guidance of the PCC Policy Committee, the Standing Committee on Applications:

- Identifies and addresses issues related to applications, technologies, and automated processes that support the Program
- Cooperates with and elicits support from related organizations—the Program participants, national libraries, vendors, standards organizations, and others—with a focus on metadata creation, enhancement, management, use, and reuse
- Maintains and shares best practices relating to users, applications, technologies, and automated workflows, as they relate to the mission of the Program, in collaboration with the Standing Committees on Standards and Training
- Supports external initiatives that further the strategic directions of the PCC

## **2. Standing Committee on Standards**

Charge: Under the guidance of the PCC Policy Committee, the Standing Committee on Standards:

- Develops and recommends standards, policies, and application profiles that support the creation, maintenance, and use of metadata in a high-impact and cost-effective manner
- Works with the Standing Committee on Training to promote adoption of standards, and to identify and address areas in those standards requiring elucidation or revision
- Partners with the Standing Committee on Applications and other relevant PCC groups to monitor developments in metadata practice and propose areas for investigation by PCC
- Collaborates with PCC groups and external partners to ensure a unified response to metadata issues arising from the full range of PCC activities

The responsibilities of the Chair of the Standing Committee on Standards include consulting with the Library of Congress Policy, Training, and Cooperative Programs Division (PTCP) on joint LC-PCC policies, drafting

and/or coordinating the text for the LC-PCC Policy Statements, and escalating policy decisions to the Policy Committee as needed.

### **3. Standing Committee on Training**

Charge: Under the guidance of the PCC Policy Committee, the Standing Committee on Training:

- Identifies the need for training programs aimed at developing cataloging and metadata skills that support the PCC goals for new participants, for PCC trainers, and for continuing education
- Identifies, develops as necessary, and promotes the distribution of easy-to-use documentation in support of PCC goals in collaboration with the Standing Committees on Applications and Standards

### **E. Secretariat**

The chief of the Library of Congress Policy, Training, and Cooperative Programs Division (PTCP), assisted by the staff members of PTCP, serves as the PCC Secretariat. The responsibilities of the members of the Secretariat for the Program for Cooperative Cataloging include facilitating the operations of the Policy Committee, the Steering Committee, and the BIBCO, CONSER, NACO, and SACO programs. At the direction of the Nominating Committee, it prepares the ballot and monitors the election of representatives to the Policy Committee. The Secretariat maintains the mailing lists, arranges meetings, and records decisions of the Policy, Steering, and Operations Committees; establishes communication mechanisms for participating libraries via newsletters, electronic mail, online discussion lists, websites, and other media; oversees maintenance of Program documentation; coordinates training of new members; and publishes Program statistics. The Secretariat also monitors and maintains the PCC Directory.

Please see the [PCC Secretariat Guidelines](#) (Word; 30 KB) for further information.

### **F. PCC Funding**

The PCC Fund provides direct support for the training infrastructure and some funds for travel to committee meetings. Funding for the Program is provided through contributions from LC and OCLC. Funding may also be solicited from other sources as decided by the Steering Committee. The Steering Committee must approve all expenditures supported by the PCC Fund. Honoraria or travel expenses for speakers are not covered. Examples of the types of expenses that

the PCC Fund covers include:

- Travel costs for the PCC Chair to attend the Operations Committee Meeting (up to \$400)
- Travel costs for the PCC Chair and the three Standing Committee Chairs to attend the Policy Committee Meeting (up to \$400 per person). When there are co-chairs, the travel fund is shared or given to only one chair.
- Light refreshments for PCC meetings
- Training activities approved by the Policy Committee
- Contingencies

PCC member institutions are expected to underwrite the following:

- The full cost of travel and related expenses to attend Policy Committee meetings and Steering Committee meetings of their elected or appointed representatives
- The cost of any PCC training not conducted online
- The cost of any subscriptions required for their ongoing participation in PCC programs
- Travel costs, beyond those reimbursed by OCLC (see section III.C. above), to attend Operations Committee meetings for their elected or appointed representatives

## **G. PCC Online Discussion Lists Participation**

The PCC Secretariat maintains online discussion lists as major vehicles for communication. Discussion lists for committees are limited to the members of the committee. The PCC discussion list (PCClist) is the most general, drawing members from all levels of leadership and all PCC programs. Membership in the BIBCO, CONSER, and SACO discussion lists is open primarily to the members of the BIBCO, CONSER, and SACO programs respectively.

1. Members of PCC programs in a PCC institution may retain membership in discussion lists when leaving the institution and moving to a non-PCC institution by supplying their new email address to the PCC Secretariat.
2. Participation in the PCC online discussion lists is open to non-PCC members who are identified by PCC members as valued participants in projects or issues of interest to the PCC. PCC members wishing to “sponsor” a non-PCC member for purposes of a subscription to a listserv should make

this known by sending an email to the PCC Secretariat.

3. Non-PCC members invited to join a discussion list may remain as subscribers until they ask to be unsubscribed.
4. Anyone may view the discussion list archives at:

<http://listserv.loc.gov/archives/pcclist.html>

<http://listserv.loc.gov/archives/bibco.html>

<http://listserv.loc.gov/archives/sacolist.html>

<http://listserv.loc.gov/archives/consrlist.html>

## **H. Approval Process for Proposals to External Groups**

Follow this process for initiatives, proposals, and discussion papers that represent formal PCC positions/requests presented to professional and standards groups. Examples include (but are not limited to) RDA change proposals to CC:DA for consideration by the North American RDA Committee (NARDAC), and coding and other metadata standard proposals to the ALA/Core Metadata Standards Committee.

Initiatives, proposals, and discussion papers may arise from individuals, from grassroots PCC efforts, from Task Groups, and from Standing Committees. No matter how a proposal arises, approval is gained through the following steps.

1. A written document (following the format of the receiving body) is presented to a PCC Standing Committee or to the PCC Secretariat for critical review and approval. It may require multiple iterative efforts between the proposer and the Standing Committee/ PCC Secretariat to achieve agreement and a satisfactory final document. Comment from the broader PCC community may be invited at any point before final approval.
  - For descriptive rule proposals, present to the Standing Committee on Standards.
  - For coding proposals, present to the Standing Committee on Applications.
  - For serial matters, present to the CONSER Coordinator.
2. The development of an agreed-upon document (following the format of the receiving body) records in the footer the explicit approval of the Standing

Committee: Reviewed and accepted by the [Standing Committee] on [date].

- 3a. Once Standing Committee/ PCC Secretariat approval is gained, the PCC representative to the receiving body moves the process forward, and keeps the Standing Committee informed of progress and outcome.
- 3b. Also when Standing Committee/ PCC Secretariat approval is gained, the Standing Committee chair forwards the approved document to the PCC Policy Committee, with information about timetable and next steps. PoCo receives this document simply for awareness, not for critical review.
4. The Standing Committee Chair/ PCC Secretariat prepare a brief announcement for PCCLIST to describe in general terms that a PCC-sponsored proposal/discussion paper is moving forward on a given topic. The message should include a link to the receiving body's website so that PCC participants can find and monitor details. PCC will not release the text (either posting on the PCC web site or sending as an attachment) because modifications are often made to documents as they work through this process, and because it is more efficient for ongoing management to link to the receiving body's site.

## **I. Relationships with Similar Organizations**

Relationships with other entities with similar missions are recognized as an important factor in the successful achievement of PCC goals. The PCC actively communicates, seeks input, and participates in organizations that investigate common issues and work towards common ends. These include national and international bodies that create and distribute bibliographic data and/or establish standards for such data, such as groups within ALA/Core.

These entities with similar missions provide comments and advice on PCC policy issues, future directions, and initiatives through meetings, electronic discussions, and comments on draft policies. Also, they inform the Policy Committee of current developments within their organizations and within the broader

information community which may impact PCC. As appropriate, they serve as a conduit for PCC plans, activities, and policies. They may also participate in promoting PCC programs within their organizations and the wider library community.

The Steering Committee evaluates the need to invite liaisons from these organizations to attend PCC meetings and participate in PCC discussions. The Steering Committee also evaluates the need for PCC liaisons to these organizations as well.

As of January 2022, PCC has Liaisons with the following groups, who in turn report back to the Policy Committee (PoCo) as needed:

- ALA/Core
  - <https://www.loc.gov/aba/pcc/resources/ALA-Core-Liaison.pdf>
  - Liaison is appointed by ALA/Core; serves a three-year term beginning on July 1st, which may be renewed for no more than two consecutive terms.
- CC:DA (ALA/Core Committee on Cataloging: Description and Access)
  - The PCC Liaison to CC:DA is the chair of the Standing Committee on Standards (SCS) or a member of SCS selected by the Chair in consultation with the Steering Committee.
  - Liaison is appointed by SCS; serves a term concurrent with the role in SCS.
- ISNI Library Sector Steering Group
  - Liaison is appointed by PoCo; serves a three-year term, which may be renewed.
- ISSN International Centre
  - Liaison is appointed by the ISSN Centre; serves an indefinite term.
- LD4P (Linked Data for Production)
  - Liaison is appointed by PoCo; serves a three-year term, which may be renewed.
- MAC (MARC Advisory Committee)
  - The PCC Liaison to MAC is the chair of the Standing Committee on Applications (SCA) or a member of SCA selected by the Chair in consultation with the Steering Committee.
  - Liaison is appointed by SCA; serves a term concurrent with the role in SCA.
- OCLC FAST Policy and Outreach Committee
  - Liaison is appointed by PoCo; serves a three-year term, which may be renewed.
- SAC (ALA/Core Subject Analysis Committee)
  - The SACO Coordinator serves as the PCC liaison to SAC.

- Liaison is appointed by LC; serves an indefinite term.
- SAC Subcommittee on Faceted Vocabularies
  - Liaison is appointed by SCS; serves a two-year term, which may be renewed.
- ShareVDE Advisory Council
  - Liaison is appointed by PoCo; serves a three-year term, which may be renewed.
- SkyRiver
  - Liaison is appointed by Innovative; serves an indefinite term.

All PCC Liaisons share similar responsibilities, which are described below.

*Note that the ALA/Core responsibilities to the PCC are available via the link cited above and therefore are not provided below. These responsibilities have been written up and agreed to by ALA/Core.*

**PCC Liaison responsibilities:**

- Act as an intermediary between the PCC/PoCo and the group to which they are a liaison, providing information about the PCC to the group and about the group to the PCC.
- Provide comments and advice on PCC policy issues, future directions, and initiatives related to the group to which they serve as liaison through meetings, electronic discussions, and comments.
- Inform PoCo and applicable Standing Committees of current developments in the group which may impact PCC.
- Serve as a conduit for PCC plans, activities, and initiatives to the group.
- Attend at least one PoCo meeting per year, at the annual meeting or at a monthly call, to give an update on the group and assess the role of the liaison. Alternatively, may be requested to submit a brief written report instead.

In addition, the following Liaisons have specific responsibilities:

**CC:DA Liaison**

- Inform PCC of CC:DA proposals and make PCC a copy for comments.
- Collect PCC feedback on proposals and discussion papers regarding changes to RDA, when PCC has comments.
- Collect a list of recent PCC activities from the PCC Chair to share with CC:DA.
- Summarize CC:DA meetings for PCC by sending an email to the PCC discussion list.

**ISNI Library Sector Steering Group Liaison, LD4P Liaison, and SkyRiver Liaison**

- May participate in promoting PCC programs within their sectors.

**MAC Liaison**

- Inform PCC of MAC proposals and make PCC a copy for comments.
- Collect PCC feedback on proposals and discussion papers regarding changes to MARC when PCC has comments.
- Facilitate the creation and dissemination of PCC-sponsored MAC discussion papers and proposals.
- Summarize MAC meeting outcomes for PCC.
- Vote on behalf of the PCC in MAC deliberations.

**SAC Liaison**

- Participate in the discussions of SAC and provide comments to help inform positions and decisions made by SAC.
- Report on PCC/SACO activities at SAC meetings.