

Guidelines for Voting in the PoCo Election

Notification email:

Institutions and funnel coordinators eligible to vote in the PoCo election will receive the following email notification:

Subject: Voting for PCC Policy Committee representatives

Hello [First name Last name],

You are receiving this email because your institution/funnel is a voting member in the annual election for at-large representatives to the Program for Cooperative Cataloging's Policy Committee. Voting ends mm/dd/yyyy at midnight (EDT).

We ask that you please ensure that your institution's designated voter (e.g. your library director) receives the election information and votes by mm/dd/yyyy.

Directors (or equivalent officer) 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.

Funnel coordinators, please cast a single ballot on behalf of the members of the funnel you coordinate.

This is your opportunity to help your institution exercise its voting rights as a PCC institution or funnel.

Please email the PCC Secretariat, Library of Congress at coop@loc.gov if you require voting assistance.

Sincerely

Thank you,

PCC Secretariat,
Policy, Training, and Cooperative Programs Division,
Library of Congress

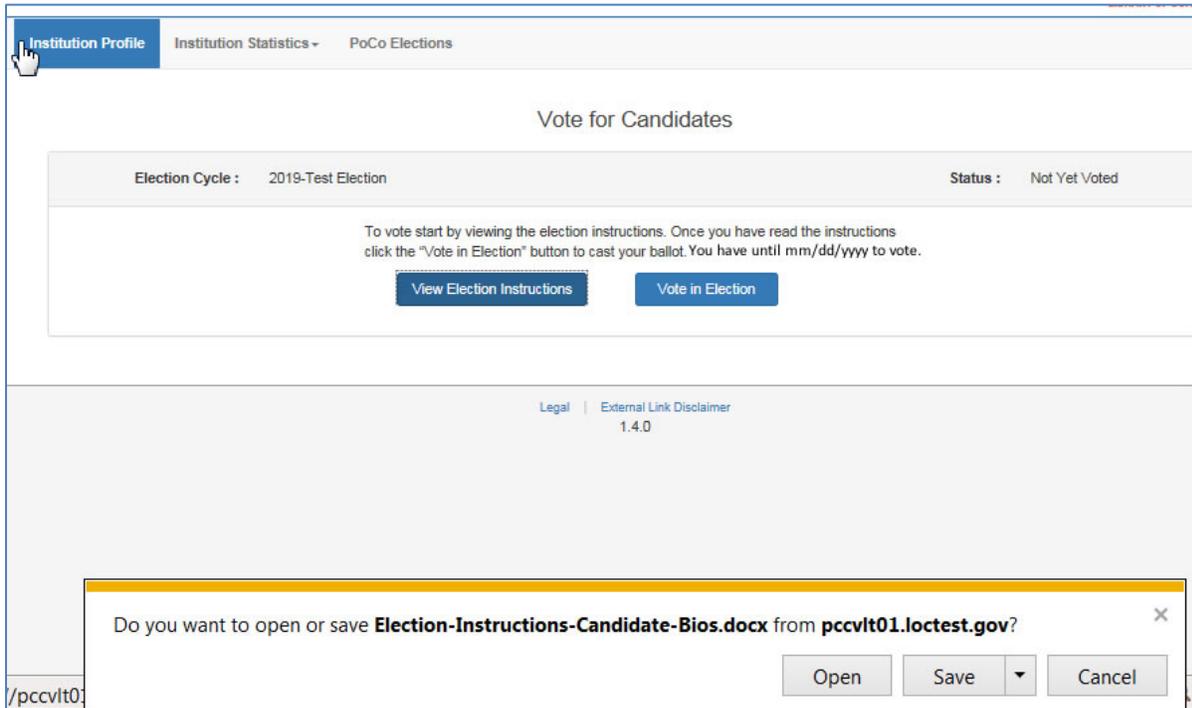
Log into your institution or funnel coordinator profile. Select > **PoCo Elections:**

The screenshot shows the 'Institution Profile' page. At the top, there are navigation tabs: 'Institution Profile' (selected), 'Institution Statistics', and 'PoCo Elections'. Below the tabs, the page title is 'Institution Profile'. A summary bar shows: 'Institution: Example Name', 'MARC 21 Code: Ltest', and 'Status: Active'. The main content is divided into two sections: 'INSTITUTION DETAILS' and 'INSTITUTION CONTACT DETAILS', each with an 'Edit' button. The 'INSTITUTION DETAILS' section includes: Institution Name: Example Name, Country: United States, State: DISTRICT OF COLUMBIA, Institution Type: Academic library, MARC 21 Code: Ltest, Utility: OCLC, and Utility Code: 124. The 'INSTITUTION CONTACT DETAILS' section includes: Primary Contact Information: First Name, Last Name and Email@example.org.

Select > **View Election Instructions.** The system will download the document containing election instructions and candidate statements.

The screenshot shows the 'Vote for Candidates' page. At the top, there are logos for 'PCC Program for Cooperative Cataloging' and 'LIBRARY LIBRARY OF CONGRESS'. The navigation tabs are 'Institution Profile', 'Institution Statistics', and 'PoCo Elections'. The page title is 'Vote for Candidates'. A summary bar shows: 'Election Cycle: 2019-Test Election' and 'Status: Not Yet Voted'. The main content area contains a text box with instructions: 'To vote start by viewing the election instructions. Once you have read the instructions click the "Vote in Election" button to cast your ballot. You have until mm/dd/yyyy to vote.' Below the text are two buttons: 'View Election Instructions' (highlighted with an orange arrow) and 'Vote in Election'. At the bottom, there are links for 'Legal' and 'External Link Disclaimer' with the version number '1.4.0'.

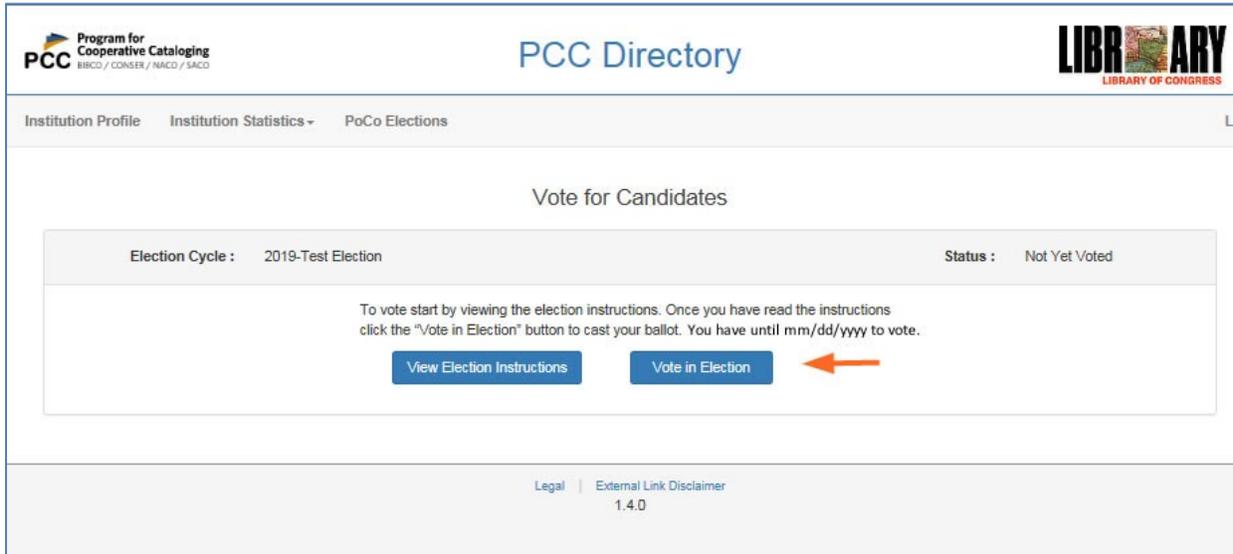
Downloading and opening the election instructions document:



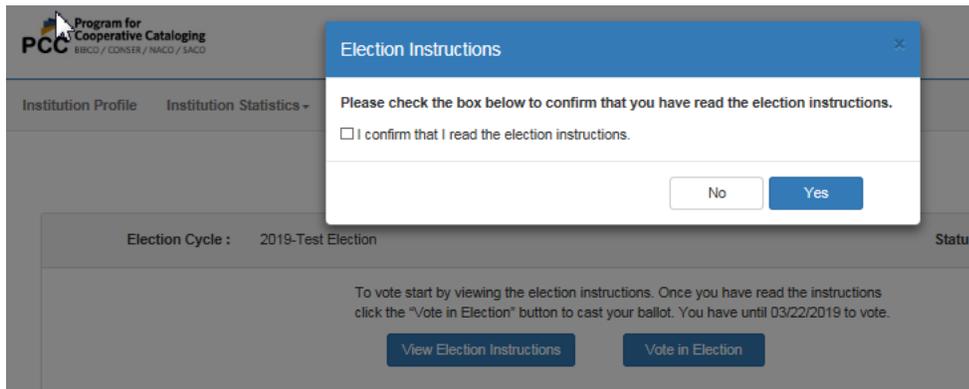
Election instructions document opened:

PCC Policy Committee Election 2019 Instructions and Candidate Biographies	
Contents	
Background	1
Eligibility to Vote	1
Instructions.....	1
Candidates and Statements	2
Candidate-1	2
Candidate-2	4
Candidate-3	5
Candidate-4.....	7

After viewing the election instructions and candidate statements, cast your vote by selecting > **Vote in Election**:



Confirm that you have read the election instructions document by answering **Yes**:



Select your candidate choices for filling the vacant positions on PoCo. For example, if there are two vacant positions on PoCo for a given year, there might be four candidates. The system will allow you to vote for **no more and no less** than two candidates in this example.

Vote for Candidates

Election Cycle : 2019-Test Election
Status : Not Yet Voted

To vote start by viewing the election instructions. Once you have read the instructions click the "Vote in Election" button to cast your ballot. You have until mm/dd/yyyy to vote.

View Election Instructions

Number Of Candidates : 2

Votes	Candidate Name	Institution Name
<input type="checkbox"/>	Candidate-1	College A
<input type="checkbox"/>	Candidate-2	University B
<input type="checkbox"/>	Candidate-3	Institution C
<input type="checkbox"/>	Candidate-4	Public Library D

Next

Vote for Candidates

Cycle : 2019-Test Election
Status : Not Yet Voted

To vote start by viewing the election instructions. Once you have read the instructions click the "Vote in Election" button to cast your ballot. You have until mm/dd/yyyy to vote.

View Election Instructions

Number Of Candidates : 2

Votes	Candidate Name	Institution Name
<input checked="" type="checkbox"/>	Candidate-1	College A
<input type="checkbox"/>	Candidate-2	University B
<input type="checkbox"/>	Candidate-3	Institution C
<input type="checkbox"/>	Candidate-4	Public Library D

1 vote(s) remaining

Next

After voting, a confirmation will display. Select > **Back** to return to the welcome page.

Institution Statistics - PoCo Elections

Thank you for voting.

Confirmation of PoCo Election Ballot Submission

Election Cycle : 2019-Test Election Status : Voted

Voting Participant Name : Les Test

Voting Participant MARC 21 Code : Ltest

Below is the list of candidates you voted for. Please verify that they are correct before submitting your ballot. Once you submit your ballot your votes cannot be changed.

Candidate Name	Institution Name
Candidate-1	College A
Candidate-3	Institution C

Back