

**Bibliographic Control of Web Resources:
A Library of Congress Action Plan**

**Charge for ALCTS/ALISE Task Force for Preparing Metadata and
Cataloging Educators and Trainers (Action Item 5.1)**

1. Leadership

Co-chairs: Diane Baden (ALCTS; NELINET; LIS adjunct faculty member) and C. Olivia Frost (ALISE; University of Michigan faculty member)

Membership:

CONFIRMED:

Beth Picknally Camden, University of Virginia (Chair, CETRC; Chair of first LIS Education Task Force)

Diane Boehr, National Library of Medicine, (Member of the ALCTS Education Committee)

Linda Arnold (Representative of OCLC)

Allyson Carlyle (ALISE, University of Washington faculty member, member of first LIS Education Task Force)

Diane Barlow (ALISE, University of Maryland associate dean, College of Information Studies)

Judith Cannan (Library of Congress), LC Technical Processing & Automation Instruction Office, member of first LIS Education Task Force

Linda Stubbs (Library of Congress), LC Catalog Management Team liaison

PENDING:

Lorna Peterson, SUNY Buffalo School of Library and Information

Laurie Bonnici, Texas Woman's University SLIS

2. Points of convergence with other action items in the plan

This TF's work is related very closely to action item 5.3, which focuses on continuing education for practitioners. The Task Force for Preparing Metadata and Cataloging Educators and Trainers should take advantage of every opportunity for sharing funding and resources with the CE Task Force, which is chaired by Carol Hixson.

3. Establish secretariat

None needed.

4. Identify sources of funding

The Library of Congress and OCLC have committed funding and support to helping the task force carry out the action plan. In-kind contributions (e.g., space for the conference) may be possible to arrange with ALISE and/or ALCTS.

5. Identify consultants.

None beyond task force membership.

6. Draw up budget and submit requests for funding

Funding requests have been submitted to the Library of Congress and OCLC. OCLC funds are expected to be available after June 30, 2003. LC funds are expected to be available after October 1, 2003.

7. Articulation of the action item

See action item 5.1 at <http://lcweb.loc.gov/catdir/bibcontrol/actionplan.pdf>

The Task Force for Preparing Metadata and Cataloging Educators and Trainers' work follows on the work of an original planning group, which was chaired by Beth Picknally Camden and informed by the work of the group's principal investigator, Ingrid Hsieh-Yee of Catholic University. The planning group's final report and recommendations may be found at [URL to be determined]

8. Define task components of the action item

The Task Force for Preparing Metadata and Cataloging Educators and Trainers is charged to carry out the actions and tasks recommended by the planning group's final report. These include:

- Publicize the model for cataloging and metadata education
- Provide and publicize a "Metadata Basics" information package on the Web
- Publicize, provide and maintain a listserv for communications among LIS educators and continuing education specialists
- Publicize, provide and maintain a Web clearinghouse for cataloging and metadata educators and continuing education specialists
- Hold a conference to prepare educators and trainers to teach metadata and cataloging
- Assess results and produce a final report and recommendations

The Task Force for Preparing Metadata and Cataloging Educators and Trainers is charged to follow the timeline outlined below. Following the acceptance of the final report and recommendations, the task force will be discharged.

9. Due dates for completion of the task components and the deadline for completion of the action item, including periodic reports to the ALCTS Task Force on the LC Action Plan.

Tasks	Due	Who
Publicize the model for metadata and cataloging education	By ALA Annual in Toronto (June 2003)	To be decided
Provide and publicize "Metadata Basics" package	Summer-Fall 2003	To be decided
Establish, publicize, maintain listserv	Summer-Fall 2003	To be decided
Establish, publicize, maintain Web clearinghouse	Summer-Fall 2003	To be decided
Plan conference	Publicity ready by July 2003	To be decided
Hold conference	In conjunction with ALA Midwinter 2004 in San Diego	To be decided
Assess results	Spring 2004-Fall 2005	To be decided
Keep LC Cataloging Directorate and ALCTS informed	Each April 1, July 1, October 1, January 1	To be decided

10. Communications plan

A co-chair of the task force will set up and maintain a listserv with an archive for use by the Task Force for Preparing Metadata and Cataloging Educators and Trainers.

The Task Force for Preparing Metadata and Cataloging Educators and Trainers is further charged to keep the library community informed of its activities through submission of updates to appropriate newsletters and through reporting at ALA meetings.

The Task Force for Preparing Metadata and Cataloging Educators and Trainers should submit quarterly electronic status reports to the LC Director for Cataloging due July 1, October 1, January 1 and April 1.

The Task Force for Preparing Metadata and Cataloging Educators and Trainers should keep the ALCTS Task Force on the LC Action Plan informed of its activities. It should submit post-ALA committee reports to ALCTS as customary.

KSC
 LC-Action-LIS Implementation.doc
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