

# Program for Cooperative Cataloging Governance Document

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## I. Mission Statement

The PCC promotes 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. The PCC embraces diversity, equity and inclusion in its membership, activities, and practices. 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
- Leads the community by developing metadata documentation and training, and promotes best practices for use by all practitioners
- Advances initiatives by brokering agreements among stakeholders
- Empowers metadata practitioners through training, education, and current awareness
- Experiments with new technologies and encourages the development of tools for metadata creation and editing
- Partners with scientific and cultural heritage institutions, publishers, and library industry leaders to further advance cataloging community goals

## II. Levels of Membership and Component Programs

### A. Levels of Membership

There are three levels of membership. Each program has two levels: Full and Funnel. CONSER has these two levels plus an Enhance level. See individual program documentation for a full description of each level. A brief description of each level follows.

**Full Level** institutions 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.

New Full Level institutions 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.

Formerly Associate Level CONSER institutions were recategorized as Full Level in 2024.

**Enhance Level** (CONSER) institutions 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 institutions 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 hosts an annual meeting to discuss funnel business
- Funnel coordinator contacts any absent funnel members to determine their status within the funnel
- 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](#) (PDF; 150 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	Enhance (CONSER only)	Funnel
<b>Production expectations (per year)</b>	BIBCO: 12 per active cataloger  CONSER: 12 per active cataloger  NACO: 12 per active cataloger  SACO: 12 per institution  <i>(fractional amounts apply for first and second years)</i>	CONSER: 6 per active cataloger	none
<b>Voting rights in PoCo elections</b>	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)
- 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 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.

## **C. Production Expectations**

The PCC has production thresholds for each of its programs that members are expected to meet. These expectations do not apply to funnel members. The PCC also recognizes community contributions by member institutions; these are described below.

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

Directory. Those institutions may describe their community contributions in the Directory or using an alternate mechanism.

Each institution reports the number of active catalogers as well as number of transactions for each program in which they participate.

The minimum production expectation for NACO and BIBCO is 12 transactions per active cataloger per year, as follows:

- NACO institutions may meet the expectation by creating new name and series authority records or by modifying existing name and series authority records.
- BIBCO institutions may meet the expectation by newly authenticating monographic bibliographic records or by updating already-authenticated monographic bibliographic records.

CONSER institutions choose from different levels of membership. A Full Level institution is expected to contribute 12 transactions (newly authenticated or modified records) per active cataloger per year. An Enhance Level institution is expected to contribute 6 transactions per active cataloger per year.

The production expectation for SACO is 12 proposals per year for the entire institution. Proposals may be for new or revised:

- LCSH headings
- LCGFT terms
- LCMPT terms
- LCDGT terms
- LC Classification numbers

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 PCC 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

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 or using an alternate mechanism. If the circumstances are expected to persist for more than a year, the institution should contact the Standing Committee on Membership and Programming to discuss plans for maintaining engagement.

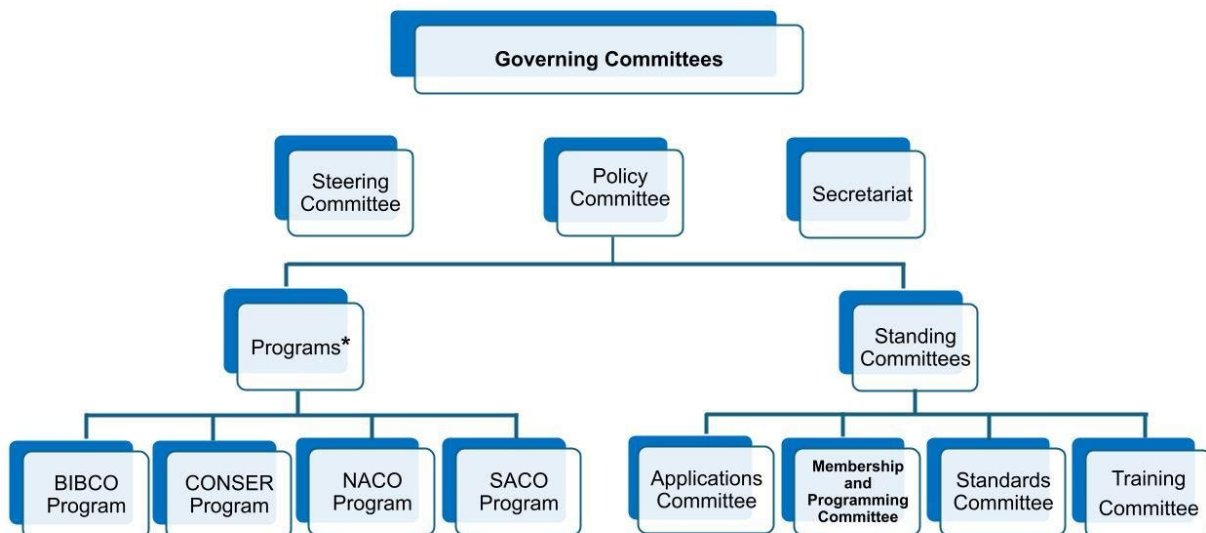
### III. Governance

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](#), as is the [PCC Code of Conduct](#) (PDF, 105 KB).

The PCC Policy Committee (PoCo) guides the PCC. The Steering Committee works with the Secretariat to manage the Program. Revisions to the existing governance structure are made by the Secretariat at the direction of the Policy Committee.

#### PCC Basic Organizational Structure



\* This box in this graphic was formerly labeled “Operations Committee,” which was sunsetted in 2024.

## **A. Policy Committee**

### **Composition**

The Policy Committee is composed of permanent and rotating voting members, plus several non-voting members.

### **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.

Four (4) 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.

### **Non-Voting Guests:**

Advisory Committee chairs are permanent non-voting guests at PoCo meetings.

### **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.

Selection of the Chair-Elect takes place after the results of the Policy Committee election are known. PoCo members may nominate themselves or other PoCo members to become Chair-Elect. The Steering Committee reviews the nominations (if any) and other potential candidates, giving special weight to the preference of the current Chair-Elect; identifies an appropriate candidate for Chair-Elect; and seeks their agreement to serve. The Steering Committee then informs PoCo of the choice in advance of the Policy Committee Meeting in November.

The Chair-Elect serves for one year. Following their 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 their own term. The Policy Committee shall immediately choose a new Chair-Elect. Following their 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.

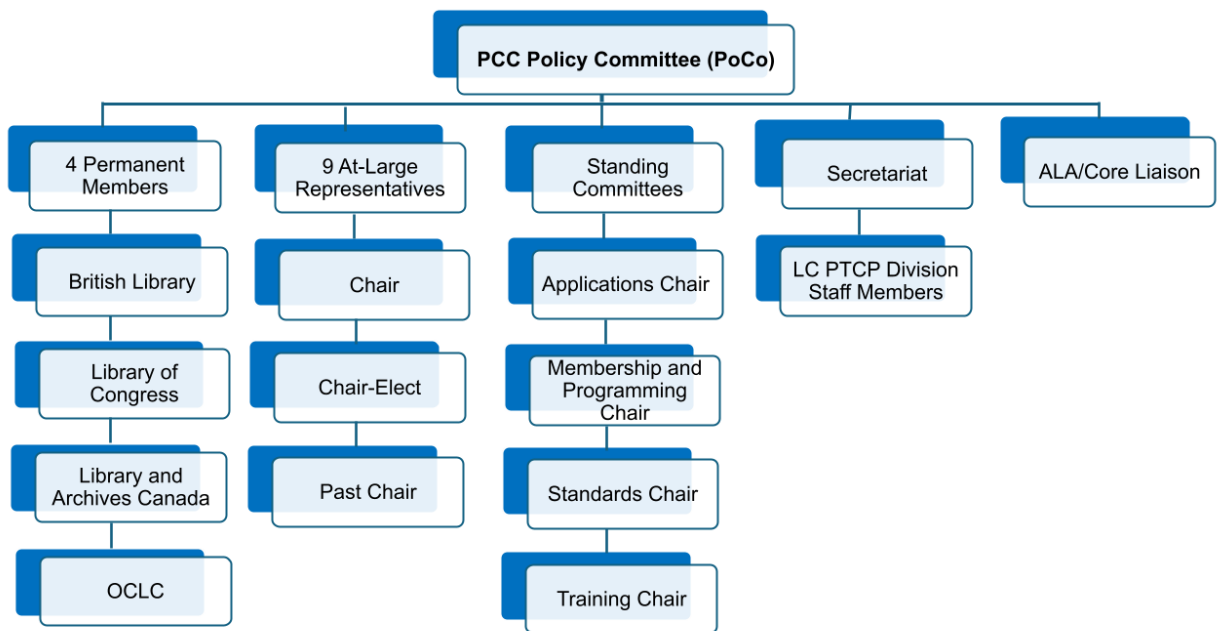
The Nominating Committee shall put forward as candidates individuals from member institutions for at-large membership on the Policy Committee and direct the Secretariat in the preparation of the ballot. Ideally, a slate of candidates that exceeds the number of openings will be presented each year to 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 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.



**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 regarding 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.

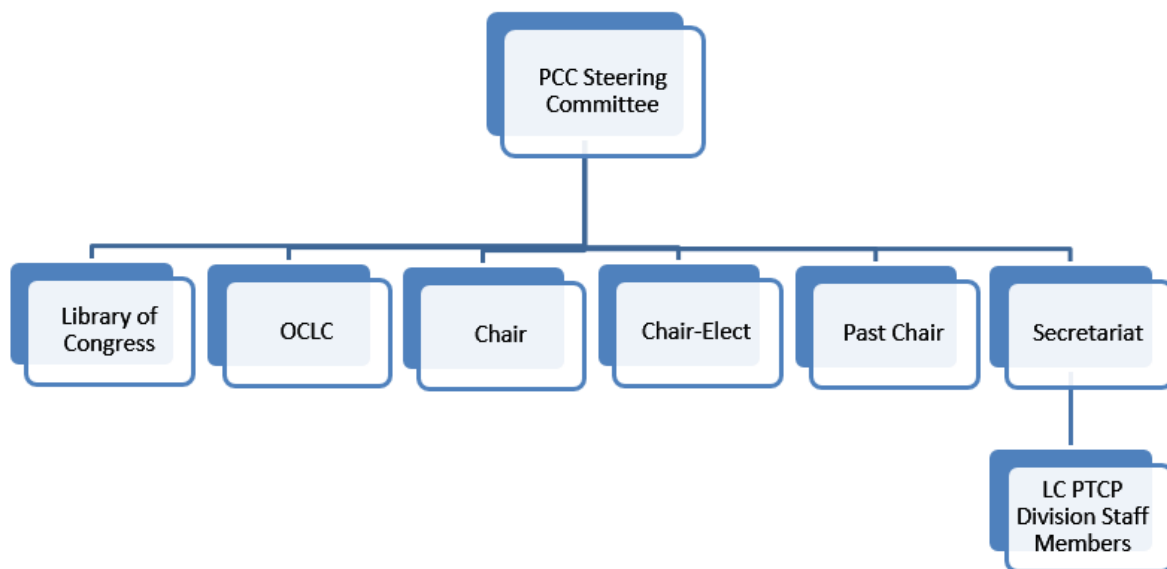
### **Low Production or Quality in Member Output**

The Standing Committee on Membership and Programming identifies institutions whose low production or quality becomes a cause for concern, bringing these concerns to the attention of the institution and to the Steering Committee. The Standing Committee on Membership and Programming 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. Standing Committees

The Program for Cooperative Cataloging has four standing committees: Standing Committee on Applications, Standing Committee on Membership and Programming, 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 appointed members (not counting liaisons) 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; these positions count towards the advised maximum number of appointed members. 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 Membership and Programming

[Historical note: in 2024, the Operations Committee (OpCo) was sunsetted, and PCC operations are now coordinated by this new standing committee in collaboration with the PCC Secretariat]

Charge: Under the guidance of the PCC Policy Committee, the Standing Committee on Membership and Programming:

### *Membership*

- Coordinates onboarding for new PCC program members (both full and funnel level, as well as enhance level for CONSER), including arranging for formal training and review, and facilitating informal ongoing mentorship
- Maintains contact information and other details for all peer trainers in the PCC community; coordinates ongoing development of training formats and modalities in cooperation with the Standing Committee on Training
- Monitors MARC statistics for all PCC program member institutions (NACO/BIBCO/CONSER/SACO)
- Creates and administers NACO funnel for individual contributors; if desired, appoints a funnel coordinator from outside the committee
- Coordinates changes to the PCC Directory with the PCC Secretariat; devises alternative methods for activity reporting (e.g., Google forms) when changes to the PCC Directory are not possible in the short term
- Maintains communication with all program funnel coordinators, addressing production issues and arranging for (re)training as needed; works to develop a sense of community among all funnel coordinators in a given program
- Distributes recognition/acknowledgment/appreciation letters to individuals and their institutions recognizing outstanding contributions to the PCC, in order to raise awareness among library administrators of the importance of the PCC's work

### *Programming*

- Coordinates logistics for virtual events (e.g., creates Zoom rooms, provides technical support, monitors chat/Q&A, etc.)
- Maintains an ongoing mechanism for community members to suggest topics and presentations, ask questions (anonymously or otherwise)



that can be answered at synchronous events, and provide feedback on past events

- Creates and publicizes agendas for all synchronous events
- Coordinates logistics for planning synchronous events; as needed for each event, solicits additional volunteers on an ad hoc basis
- Promotes PCC events through various communication channels (email lists, website, social media, etc.) on an ongoing basis

### **3. 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.

### **4. 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

### **D. 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. In collaboration with the Standing Committee on Membership and Programming, the Secretariat establishes communication mechanisms for participating libraries via newsletters, electronic mail, online discussion lists, websites, and other media; and coordinates training of new members. The Secretariat also maintains the discussion lists, arranges meetings, and records decisions of the Policy and Steering Committees; oversees maintenance of Program documentation; monitors and maintains the PCC Directory; and publishes Program statistics.

Please see the [PCC Secretariat Guidelines](#) (PDF; 84 KB) for further information.

### **E. 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 and the four 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 to attend in-person meetings, conferences, and other programming (though most PCC events allow virtual attendance)

## **F. 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>

## G. 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.

## **H. 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.

The 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 in consultation with the FAST Policy and Outreach Committee; serves a three-year term, which may be renewed.
- SAC (ALA/Core Subject Analysis Committee) Subcommittee on Faceted Vocabularies
  - Liaison is appointed by SCS; serves a two-year term, which may be renewed.
  - Note: PCC does not appoint a liaison to SAC itself; the LC Policy, Training, and Cooperative Programs liaison to SAC represents the SACO program.

- 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.

## **I. Relationships within PCC**

Relationships among the PCC's programs, Standing Committees, Advisory Committees, Task Groups, and Working Groups are also an important factor in the successful achievement of PCC goals. Formal liaison or representative positions can enhance existing informal and indirect relationships between PCC groups, ensure coordination of and communication about PCC efforts, catalyze new initiatives, and share expertise, skills, and labor.

In general, liaisons within PCC have responsibilities similar to those of liaisons with external groups, as outlined in the previous section. If necessary, more specific responsibilities and parameters for liaison positions may be outlined in the charges of one or both of the liaised committees or groups. Ongoing liaisons may be re-evaluated concurrently with the periodic review of the committees or groups involved.