PCC Task Group to Implement the Expansion of PCC Cataloging in Sinopia
Final Report to the PCC Policy Committee (PoCo)

Introduction
The PCC Task Group to Implement Expansion of PCC Cataloging in Sinopia was formed by the PCC Policy Committee (PoCo) in February 2021. The Task Group has been charged to "review the recommendations made by the Task Group to Support Expansion of PCC Cataloging in Sinopia." In the following report, the Task Group will review the charge and deliverables and how they have been achieved.

Create content for a PCC page within the LD4P3 Lyrasis wiki where training and other relevant information can be shared
The Task Group successfully created a page for the PCC Sinopia Cataloging Affinity Group (https://wiki.lyrasis.org/display/LD4P3/PCC+Sinopia+Cataloging+Affinity+Group). The page outlines the charge of the Affinity Group (outlined below) and also contains links to resources including the PCC Sinopia Training Modules, the Sinopia Help Page, the LD4 Slack Channels, and a Google Drive for the Affinity Group for future documentation including working documents on best practices for both Monographs and Serials.

The PCC Sinopia Cataloging Affinity Group wikispace also includes the running meeting notes and recordings of past Affinity Group meetings and contact information for the Affinity Group including links to the Google Group (outlined below). The page is maintained by the current Affinity Group facilitators, Mary Seem and Timothy Ryan Mendenhall.

Set up an Affinity Group where concerns of participants can be discussed
The PCC Sinopia Cataloging Affinity Group has been formed and as of this report (August 2021) has held two meetings with plans for monthly meetings and future working hours. The leaders of the Affinity Group include Mary Seem and Timothy Ryan Mendenhall as co-facilitators with Greta de Groat serving as a teacher-trainer. The Affinity Group charge is below.

To provide a welcoming, collaborative, and supportive space to learn and discuss cataloging in Sinopia using PCC Sinopia Templates, PCC cataloging standards, and PCC authoritative vocabularies. The group aims to:

- Expand the use of Sinopia in the PCC community, contributing to the development of a body of original cataloging in a linked data context
- Influence the future development of Sinopia by coordinating feedback from PCC users to the Sinopia development team, and by serving as a community of users for usability interviews and testing
- Provide input on the creation and evolution of PCC Sinopia Templates
- Identify training needs of new PCC Sinopia Users

- Explore how to cooperate effectively in a linked data cataloging environment

To date, the Affinity Group has had initial meetings to review the available PCC templates in Sinopia - the Monograph and Serials templates - and to highlight best practices needs as they relate to these templates. The Affinity Group has also circulated a poll to identify areas of interest, commonly cataloged material types, and skill levels of those interested in participating in the group. The Affinity Group has also reached out to PCC members with areas of expertise for potential collaboration in future meetings.

Set up a mentoring program for new participants
The first steps of the Affinity Group have been to review the available templates in Sinopia to complement the PCC Sinopia Training Modules and provide a general overview to new users. As of this report, no mentorship program has been implemented but can be formed if Affinity Group members express interest. Current Affinity Group meetings have included a mix of new users and more experienced Sinopia users so the opportunity to pair them is possible.

The Affinity Group is also planning to begin Working Hours in addition to the regular monthly Affinity Group meetings. These Working Hours will provide time for new users to practice using the PCC templates while getting feedback and assistance from more experienced users.

Set up communication and recruitment channels with the PCC cataloging community
The task group has formed a Google Group (https://groups.google.com/g/pcc-sinopia/about?pli=1) that will be used as the main channel of communication. Announcements for meetings and surveys have also been circulated the the PCC listserv and the Sinopia User Group listserv.

Develop processes for PCC practitioners to provide feedback on Sinopia functionality, PCC templates, training, etc.
The Affinity Group is currently assembling working documents relating to best practices for the Monograph and Serials templates with plans to review those documents in future Affinity Group meetings. The aim is to establish a document with best practices to be used for future reference by catalogers. These documents, and any questions about best practices as they relate to PCC cataloging standards, will require review by the PCC. This can be done by submitting the documents for review but also by having PCC members attend Affinity Group meetings to help answer member questions.

The Affinity Group also has plans to survey Affinity Group members about Sinopia usability to provide feedback to Sinopia developers. We anticipate that this would also result in individual conversations with Affinity Group members and Sinopia developers to explore issues more deeply and perhaps also have Sinopia developers attend an Affinity Group meeting to receive feedback and highlight any developments or changes to Sinopia. As the Affinity Group has had

only two meetings to date, this feedback will likely happen within the next six months in a future Affinity Group meeting.

It is worth noting that some guidance from the PCC may be necessary to help operationalize feedback processes, notably what groups and stakeholders within the PCC will need to review any feedback from the Affinity Group on the PCC templates in Sinopia and also any best practice recommendations that the Affinity Group creates.

The availability of only three PCC profiles presents a challenge to the group's sustainability, especially if working with profile creation and editing is considered beyond the scope of the group. A possible compromise could be allowing the group to make recommendations for profiles and for the prioritization of profile creation, or even allowing the group to draft profiles for use in instruction.

Develop a plan to sustain all of the above
Within the Affinity Group charge the task group has outlined the responsibilities of the Affinity Group facilitators. The responsibilities include:

- Schedule meetings and activities
- Identify topics for meetings (facilitators may wish to revisit the survey results from the PCC Sinopia Expansion Task Group as a source of topics of interest to members)
- Send announcements of meetings and their agendas to appropriate channels, including the group's own lists as well as the PCCLIST
- Promote the group to potential members, including to users of Sinopia from PCC institutions, based on Sinopia account list
- Manage the Affinity Group Google Group
- Maintain the PCC Sinopia Cataloging Affinity Group wiki page
- Keep a set of running meeting notes and recordings of Affinity Group meetings

The aim is to have new facilitators added on a staggered annual basis so that one previous facilitator is always involved. Calls for future facilitators will be circulated to all available PCC communication channels as well as LD4 channels.

Conclusion
The resources and Affinity Group developed by the PCC Task Group to Implement the Expansion of PCC Cataloging in Sinopia have so far been successful. The initial Affinity Group meeting held during the 2021 LD4 Conference had over 80 attendees and the second meeting had approximately 35 attendees. Both meetings have had robust involvement from members especially relating to best practices concerns which have become the main focus of the Affinity

Group as it moves forward. The Affinity Group is well positioned to provide feedback to the PCC relating to the available templates, creation of new templates, and hopes to use member interests to determine future PCC templates in Sinopia for other material types.

Task Group Members:
- Mary Seem (Frick Art Reference Library), chair
- Nancy Lorimer (Stanford Libraries), PoCo liaison
- Michelle Futornick (Stanford Libraries), LD4 liaison
- Greta de Groat (Stanford Libraries)
- Timothy Ryan Mendenhall (Columbia University Libraries)
- Christine DeZelar-Tiedman (University of Minnesota Libraries)
- Tim Thompson (Yale University Libraries)