

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 Cooperative Programs Section, Library of Congress at coop@loc.gov if you require voting assistance.

Sincerely

Thank you,

Cooperative Programs Section,
Cooperative and Instructional 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 is a navigation bar with 'Institution Profile' selected, 'Institution Statistics', and 'PoCo Elections'. The main content area is titled 'Institution Profile' and contains the following information:

Institution:	Example Name	MARC 21 Code:	Ltest	Status:	Active
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INSTITUTION DETAILS Edit

Institution Name : Example Name
Country : United States
State : DISTRICT OF COLUMBIA
Institution Type : Academic library
MARC 21 Code : Ltest
Utility : OCLC
Utility Code : 124

INSTITUTION CONTACT DETAILS Edit

Primary Contact Information : First Name, Last Name
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 is a navigation bar with 'Institution Profile', 'Institution Statistics', and 'PoCo Elections'. The main content area is titled 'Vote for Candidates' and contains the following information:

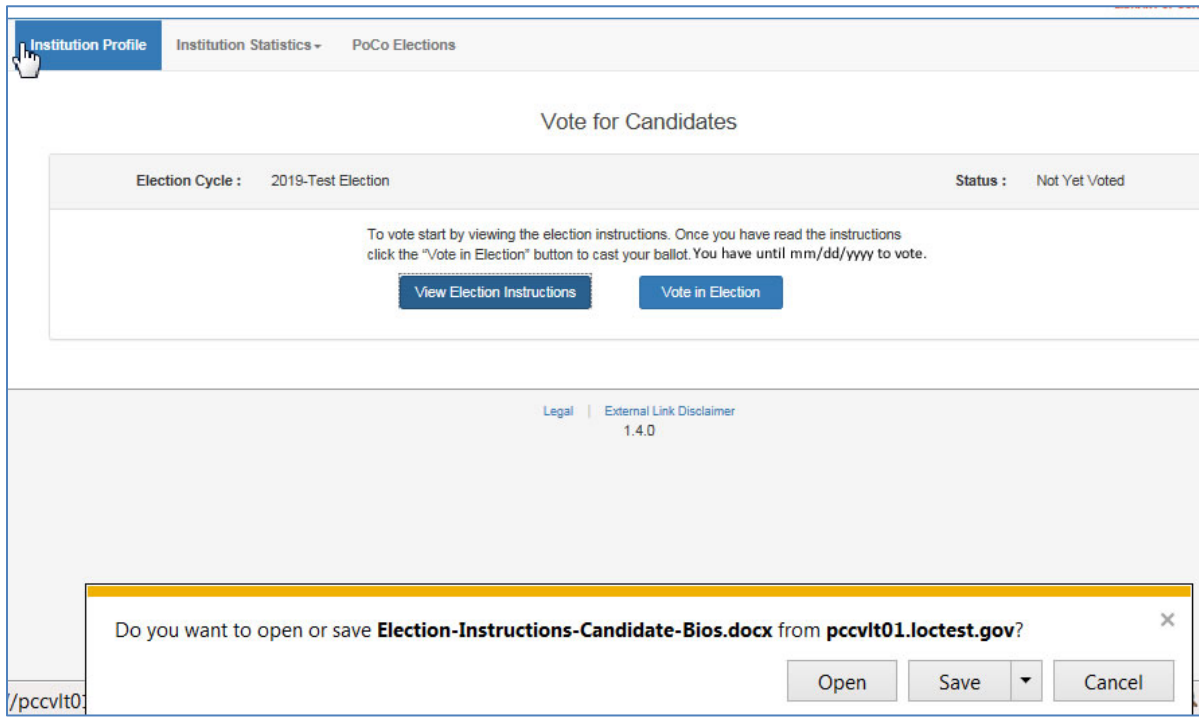
Election Cycle :	2019-Test Election	Status :	Not Yet Voted
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To vote start by viewing the election instructions. Once you have read the instructions click the "Vote in Election" button to cast your ballot. You have until mm/dd/yyyy to vote.

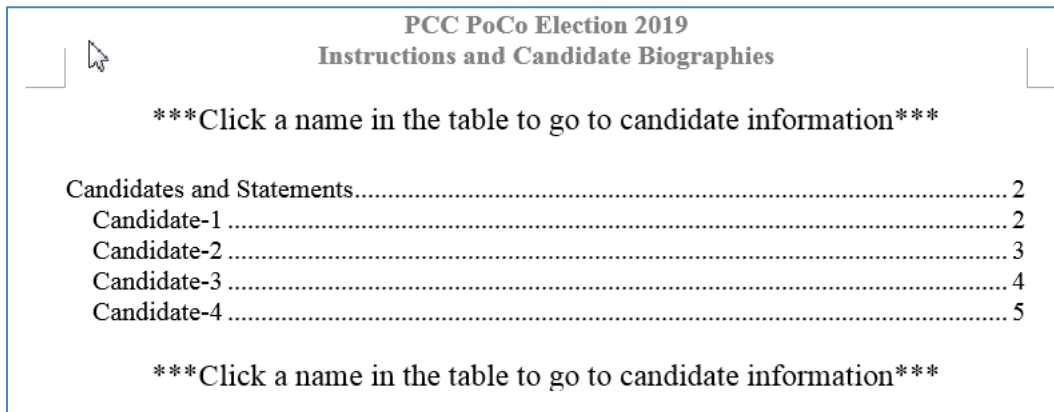
[View Election Instructions](#) [Vote in Election](#)

Legal | External Link Disclaimer
1.4.0

Downloading and opening the election instructions document:



Election instructions document opened:



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

The screenshot shows the 'Vote for Candidates' page in the PCC Directory. At the top left is the PCC logo (Program for Cooperative Cataloging, BIBCO / CONSER / NACO / SACO). At the top right is the LIBRARY LIBRARY OF CONGRESS logo. Below the logos are navigation links: 'Institution Profile', 'Institution Statistics -', and 'PoCo Elections'. The main heading is 'Vote for Candidates'. Below this, there is a section with 'Election Cycle : 2019-Test Election' and 'Status : Not Yet Voted'. A central text block reads: '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 this text are two buttons: 'View Election Instructions' and 'Vote in Election'. A red arrow points to the 'Vote in Election' button. At the bottom of the page, there are links for 'Legal' and 'External Link Disclaimer' with the version number '1.4.0'.

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

The screenshot shows the same 'Vote for Candidates' page as above, but with a modal dialog box open. The dialog box has a blue header 'Election Instructions' and a close button (X). The main text in the dialog says: 'Please check the box below to confirm that you have read the election instructions.' Below this is a checkbox with the text 'I confirm that I read the election instructions.' At the bottom of the dialog are two buttons: 'No' and 'Yes'. The background page is dimmed, showing the same 'Vote for Candidates' content as in the previous screenshot.

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

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