

## **PCC Documentation Survey Task Group**

### **Charge:**

The PCC Documentation Survey Task Group is charged to identify needs and audiences served by PCC documentation and seek to identify strengths of current documentation practices and platforms as well as gaps. PCC documentation includes RDA policy statements and metadata guidance documents; BIBCO, Conser, NACO and SACO documentation; and training documents on the Catalogers Learning Workshop.

Expected activities include:

- creating and launching a survey of PCC members and others users of PCC documentation
  - survey questions may include (but are not limited to): which documentation is used frequently, how users locate documentation, what documentation needs updating, and what documentation is lacking.
- analyzing survey findings
- providing a summary of findings from the survey
- making recommendations for next steps based on survey findings
- forming a plan to inventory existing documentation on the various PCC platforms in consultation with other PCC groups

A potential outcome is learning about documentation needs of both PCC members and non-members who draw on PCC documentation as a resource.

### **Time Frame:**

Date charged: February 15, 2023

Date preliminary report due: April 30, 2023

Date final report due: June 30, 2023

### **Reports to:**

Policy Committee, with Standing Committee on Training & Standing Committee on Standards

### **Roster:**

Emily Boss (SCT)

Richard Stewart (Chair) (SCT)

Yuji Tosaka (SCT)

Hank Young (SCS)



**Final Report Transmittal & Tracking Sheet:**

[https://docs.google.com/document/d/1Ej-vbw6mNswv4ylthjdEkyecvqql7P-U/edit?usp=share\\_link&oid=104914279695269460962&rtpof=true&sd=true](https://docs.google.com/document/d/1Ej-vbw6mNswv4ylthjdEkyecvqql7P-U/edit?usp=share_link&oid=104914279695269460962&rtpof=true&sd=true)