

PCC Task Group on Organization of PCC Documentation

Background:

The PCC Task Group on Organization of PCC Documentation will carry forward recommendations made by the [Documentation Survey Task Group](#), whose final report was accepted by the PCC Policy Committee on January 11, 2024. That group's report outlined numerous recommendations for how to improve the information-seeking experience for users of PCC documentation. This new task group will address a portion of those recommendations as described below.

A separate task group, focused on the recommendations of the Documentation Survey Task Group that pertain to modality, formatting, usability and accessibility of *individual PCC* documentation resources, will be formed at a future date.

The Documentation Survey Task Group also suggested that “the Standing Committee on Training (SCT) or a new task group should prioritize developing a welcoming and supportive space, such as virtual office/working hours, “Ask an Expert” webforms/chats, Slack channels, etc., that information seekers with varying levels of experience and training will find trustworthy and readily usable, with interactive mechanisms as needed, in learning about PCC documentation and training materials, seamlessly asking questions, and asking for additional help in a timely manner.” These actions will be easier to undertake once the groundwork has been laid by this task group and the second task group described in the paragraph above, though pursuing these actions is already on the roadmap for SCT.

Charge:

- Audit/assess all content items (i.e., standalone documents formatted as Word, PDF, etc., as well as content embedded in HTML pages) on the [PCC website](#), as to their organization, presentation, versioning, etc. This assessment activity should incorporate the following at a minimum:
 - Create an inventory of content items, their status (current practice, archival, etc.) and their custodian(s) if known
 - Identify any unresolved policy and best practice issues; this includes but is not limited to mentions of new or changed policies/practices appearing in ephemeral content items such as committee/task group reports, slideshow presentations or video recordings that haven't yet been incorporated into official documentation
 - Identify dead links, missing documents, etc.
 - Identify any accessibility barriers as applicable, and flag the content items for future attention by their custodian(s) (once PCC accessibility best practices are determined)

- Consult with other PCC bodies or the Library of Congress Policy, Training and Cooperative Programs division (PTCP) as needed to determine the status of particular content items
- Assess the structure and navigability of the PCC website; articulate a set of structural changes that would improve navigation, accessibility and user experience, taking into account technical, policy and workload limitations associated with the LC web environment
- In collaboration with the [PCC RDA Implementation Task Group](#):
 - Identify policies, training materials, and other documentation needing revision in an Official RDA Toolkit environment; determine whether such content is already incorporated into [Metadata Guidance Documentation](#) (MGDs) and/or other PCC Official RDA training materials (such as the [Phase 1 modules](#))
 - Consider the utility of single unified tool—integrating modular task-based RDA metadata guidance documentation—that could in effect serve as a comprehensive cataloging guide with practical instructions and examples; articulate functional requirements and use cases that would (at a high level) inform the design of such a tool
- Recommend optimal uses for the [PCC wiki](#), addressing these questions at a minimum:
 - To what extent could the wiki serve as a dynamic navigational aid, providing thematic overviews to PCC content and links to official documents residing on the PCC website and elsewhere?
 - Which kinds of content should be stored natively on the Wiki?
 - Which aspects of the Wiki should be centrally managed and stable and which should be user-driven/dynamic?
- Explore other information-sharing tools and platforms such as GitHub (where the PCC already has a [test repository](#)); recommend types of content that could be migrated to such platforms (because of version control needs or similar)
- Articulate requirements for sustainable custodianship and management of PCC documentation, considering the respective roles of the PCC Secretariat and permanent PCC committees
- Possibly convene one or more focus groups to gather feedback from the broader community on proposed changes to the website (e.g., wireframes) and uses of the wiki
- Consider how changes to PCC documentation could be communicated out to a broad audience in a more systematic way, taking the [RDA Communications Bulletin](#) and PCC Chair’s quarterly bulletins as possible models.

The work of this task group supports the [PCC Strategic Directions progress 2023- \(working document\)](#):

- SD 5.4. Continue to assess and optimize the organization of PCC documentation across multiple environments, including the PCC website and PCC wiki

- SD 4.3. Engage the PCC membership and broader communities of metadata practitioners (on a global level) to ascertain how the PCC is or isn't meeting the needs of its target membership base and other stakeholders
- SD 4.1.1. Emphasize the PCC's role in training and advocacy, in addition to its historical role as a group of expert metadata producers

Time Frame:

Date charged: June 10, 2024

Date preliminary report due: October 15, 2024

Date final report due: September 15, 2025

After the final report is reviewed by PoCo, a follow-up phase may be required before the group is disbanded, to address implementation of recommendations, etc.

Reports to:

PCC Policy Committee

Roster:

- Emily Boss (University of Nevada, Reno), former member of PCC Documentation Survey Task Group, eboss@unr.edu
- Francesca Cioni (British Library), Standing Committee on Training (SCT) representative, francesca.cioni@bl.uk
- Ivan Kaproth-Joslin (Eastman School of Music), Chair and Standing Committee on Standards (SCS) representative, ikaproth@esm.rochester.edu
- Tim Keller (Oberlin College), tkeller@oberlin.edu
- George Prager (Columbia University), RDA Implementation Task Group representative, gp2704@columbia.edu
- Rhea Taylor (Hoover Institution Library & Archives, Stanford University), Advisory Committee on Equity, Diversity, Inclusion, Belonging and Accessibility (EDIBA) representative, rhtaylor@stanford.edu
- Manon Thérout (Library of Congress), Policy, Training and Cooperative Programs division (PTCP) representative, mther@loc.gov
- Erica Zhang (University of California Los Angeles), Standing Committee on Applications (SCA) representative, ezhang20@library.ucla.edu

Final Report Transmittal & Tracking Sheet:



<https://docs.google.com/document/d/16hM4ErZnYJN3hMciHYD1y-sNJmnr61BT/edit?usp=sharing&oid=105210289539581065329&rtpof=true&sd=true>