



# Preliminary Report of the PCC Task Group on Organization of PCC Documentation

Date: October 15, 2024

## Charge:

[Task Group on Organization of PCC Documentation](#)

## Roster:

Emily Boss (University of Nevada, Reno)

Francesca Cioni (British Library)

Ivan Kaproth-Joslin (Eastman School of Music), Chair

Tim Keller (Oberlin College)

George Prager (Freelance)

Rhea Taylor (Hoover Institution Library & Archives, Stanford University)

Manon Th  roux (Library of Congress)

Erica Zhang (University of California, Los Angeles)

## Activities to date (Timeline orientation):

The PCC Task Group on Organization of PCC Documentation (OPD) held our first meeting on Thursday, June 20, 2024. We have set a monthly meeting schedule, holding four meetings to date.

At our first meeting, we reviewed our charge to carry forward recommendations made by the Documentation Survey Task Group on how to improve the information-seeking experience for users of PCC documentation. Additionally, we discussed how we were going to prioritize charges, choosing to begin with the charge to 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. The meeting finished with a general discussion of the challenges and opportunities of the current PCC website.

Following this meeting, we created a [spreadsheet](#) to document our findings through the content items audit. This included page name, URL, date reviewed, date of last update (if known), status, custodian(s), unresolved policy/best practice issue, dead links, missing documents, and accessibility barriers. We also created a [document](#) to collect our thoughts and ideas based on the audit.

Our second meeting focused on a demonstration of the PCC website by task group member Manon Th  roux. This included basic organization and policies, division of website responsibilities, sites with PCC content, and software used. We also checked in on the status of the content items audit, including accessibility concerns and ideas. It was decided to investigate the possibility of using text-to-speech universally across the PCC website.

Our third meeting continued the discussion on the content items audit and its findings. This began with the text-to-speech investigation, in which we learned that some LC pages include text-to-speech (notably the collections pages and congress.gov). We will look into whether the current license for that software could be extended to PCC pages, and also when PCC pages might be migrated to the more modern loc.gov page templates, making the implementation of text-to-speech software easier. This migration will impact accessibility in general as well. An audit was suggested to review accessibility after migration has occurred.

We also discussed our options for task group charge prioritization following the content items audit. We decided to begin with the charge to collaborate with the RDA PCC Implementation Task Group, reaching out to the group via mutual member George Prager. Once a dialog has been established, we will seek their input regarding the identification of policies, training materials, and other documentation needing revision in an Official RDA Toolkit environment, and determine whether such content is already incorporated into Metadata Guidance Documentation and/or other PCC Official RDA training materials (such as the Phase 1 modules).

Following our third meeting, George Prager expressed to the RDA PCC Implementation Task Group OPD's desire to begin a collaboration. Their advice was to wait until more of the Official RDA documentation has been published, and stakeholders such as LC and the PCC Standing Committee on Training have completed further updates on the LC-PCC PSs and MGDs, and a list of changes from Original RDA to Official RDA by SCT, respectively. George Prager will inquire at their next meeting (late-October) as to whether a suggested timeline may be possible. This information will inform OPD's timetable regarding this aspect of our charge.

Our fourth meeting was postponed slightly, from the end of September to the beginning of October, in order to allow time during that meeting to discuss OPD's Preliminary Report, and to allow for the completion of the data-gathering phase of the content items audit. These two topics were the primary focus of the meeting. Looking forward to the next meeting, task group member Emily Boss will present on Confluence, the platform on which the PCC wiki is housed, and task group member Erica Zhang will inquire with the PCC Standing Committee on Applications regarding the location of a person both familiar with GitHub and willing to make a presentation to OPD.

## Activities to date (Task group charge orientation)

**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.

**Action to date:** The top layer of the PCC website (PCC homepage, NACO homepage, BIBCO homepage, CONSER homepage, SACO homepage) was reviewed and assessed in regards to the Date of last update, Status (Current vs. Archival), Custodian(s), Unresolved policy/best practice issue, Dead links, Missing documents, and Accessibility, with further observations and concerns also being recorded. This information was collected in an Excel spreadsheet, entitled [Content Items Audit](#). We also created a [document](#) to collect our thoughts and observations pertaining to the audit. OPD is in the process of reviewing our findings and deciding on appropriate next steps.

**Charge:** 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

**Action to date:** OPD used the content items audit as a starting point in executing this charge, evaluating the current status of navigation, accessibility and user experience as we reviewed the top level of the PCC website. Additionally, task group member Manon Th  roux presented a demonstration of the PCC website. This helped familiarize OPD with the website's basic organization and policies, division of website responsibilities, sites with PCC content, and software used. We will continue to discuss the website's structure and navigability in the near future, culminating in the task group's recommendations regarding structural changes.

**Charge:** In collaboration with the [PCC RDA Implementation Task Group](#): 1) 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](#)); 2) 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

**Action to date:** 1) Following our third meeting, George Prager expressed to the RDA PCC Implementation Task Group OPD's desire to begin a collaboration. Their advice was to wait until more of the Official RDA documentation has been published, and stakeholders such as LC and the PCC Standing Committee on Training have completed further updates on the LC-PCC PSs and MGDs, and a list of changes from Original RDA to Official RDA by SCT, respectively. George Prager will inquire at their next meeting (late-October) as to whether a suggested timeline may be possible. This information will inform OPD's timetable regarding this aspect of our charge. 2) We have discussed the utility of a single unified tool only in passing thus far. The suggestion is well-received, and will be thoroughly discussed as we continue executing this charge.

**Charge:** Recommend optimal uses for the [PCC wiki](#), addressing these questions at a minimum: 1) 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?; 2) Which kinds of content should be stored natively on the Wiki?; 3) Which aspects of the Wiki should be centrally managed and stable and which should be user-driven/dynamic?

**Action to date:** Our next scheduled meeting (November 2024) will include a presentation by task group member Emily Boss on Confluence, which currently houses the PCC wiki. After we are familiarized with the platform, OPD will discuss optimal uses for the wiki.

**Charge:** 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)

**Action to date:** Task group member Erica Zhang (OPD's Standing Committee on Applications Representative) will approach the Standing Committee on Applications and ask for assistance in locating someone both familiar with GitHub and willing to make a presentation on the platform to OPD.

**Charge:** Articulate requirements for sustainable custodianship and management of PCC documentation, considering the respective roles of the PCC Secretariat and permanent PCC committees

**Action to date:** This was touched upon during the content items audit, which revealed that the question of custodianship is not always clear to those using the PCC website. Task group chair Ivan Kaproth-Joslin will be reaching out to PCC leadership to resolve these questions. Moving forward, the task group will consider whether sustainable custodianship and management of PCC documentation would be better accomplished with a broader distribution of responsibilities within the PCC.

**Charge:** 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

**Action to date:** This charge will necessarily follow the charges that address proposed changes to the website and uses of the wiki.

**Charge:** 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.

**Action to date:** OPD has taken no actions regarding this charge as yet.

## **Next steps:**

- Reach out to stakeholders regarding findings of the content items audit
- Continue investigation of accessibility concerns and possibilities
- Begin focused assessment of PCC website structure and navigability
- Familiarize ourselves with Confluence, in order to recommend optimal uses for the PCC wiki
- Familiarize ourselves with other information-sharing tools and platforms, beginning with GitHub