

Internal_Review_Process

0:00

Welcome to the Internal Review Process.

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This presentation will focus on the process that LC Cataloging Policy Specialists in the Policy, Training, and Cooperative Programs Division do when reviewing proposal lists.

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I will highlight the ways that catalogers can participate in this process.

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After walking you through the process, I'll discuss how to interpret the Summary of Decisions.

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This is a high level overview of the LCGFT proposal list cycle, typically a monthly cycle.

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We'll review all the steps over the course of the presentation.

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First, a list of proposals is typically published or issued mid-month, representing the list of the subsequent month.

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So, for instance, a list for December will be published in mid-November.

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Once the list is published, it is available for public viewing.

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The URL to the tentative subject lists, including LCGFT lists, is on the screen.

1:03

If you submitted a proposal when the list is published, you'll get an e-mail telling you on which list your proposal will appear.

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The editorial review process begins.

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Next, anyone can make comments on the published list.

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We invite you to evaluate any proposals on the list, whether it's your own or someone else's, and send in any comments to genreform@loc.gov.

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LC Policy Specialists will keep your comments and use them in their evaluation process.

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As you review the proposal, you may want to look for the following:

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Are the Used For terms supported?

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Are the resources in the MARC 670 field constructed correctly?

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Are the sources authoritative and appropriate for the term?

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Even pointing out a typo or grammatical mistake can be helpful.

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By the way, this is exactly what LC takes into account when reviewing lists internally.

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The third step is when the editorial meeting takes place.

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This is a meeting to ask questions or discuss issues about specific terms on a list.

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The meeting is comprised of three groups of librarians.

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The first group is the Advisory Group.

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This is made up of catalogers who work outside LC and are appointed by the professional organizations that you see listed on the screen.

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The second group, known as the LC Support Staff, is made up of subject matter experts.

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The LC Support Staff is comprised of cataloging and reference librarians.

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The third group are Cataloging Policy Specialists from the Policy, Training, and Cooperative Programs, including the co-chairs of the LCGFT Advisory Group.

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After the meeting, the decisions are released in the meeting minutes that we call the Summary of Decisions, which is issued a few days before the list goes through the final process.

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We wait a few days so proposers whose proposed term will not be added to the vocabulary will have time to save their original proposal, if they choose to do so.

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The URL for the Summary of Decisions is on the screen.

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Also on the screen are the outcomes listed in the Summary of Decisions.

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Approved: The approved headings won't be listed by name, but they will be accounted for in the statistics presented in the Summary of Decisions.

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'Not necessary' means that the heading is already covered by an existing heading or headings in the LCGFT vocabulary.

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'Not approved' can mean that the proposal falls outside of the scope of the vocabulary.

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'Resubmit' means that more research is necessary before the proposal can be considered again.

4:02

The proposals that are designated 'resubmit' will remain in the proposal system and can be worked on by the cataloger, even after the list has been published.

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'Withdrawn and retained' proposals are thus named because the LCGFT Advisory Group, LC support staff, and the Cataloging Policy Specialists in PTCP want to continue reviewing and discussing them.

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In the last step, Cataloging Policy Specialists in PTCP will process the final version of the list of approved headings.

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The URL for approved headings is on the screen.

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Once a list is processed, all of the approved terms are available for use, and with the processing of the list, we have reached the conclusion of the editorial process.

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Thank you for joining this training.

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If you have questions, please e-mail us at genreform@loc.gov.