

**To:** ALA/ALCTS/CCS Committee on Cataloging: Description and Access  
**From:** Task Force on CC:DA's Internal and External Communication  
**Re:** Midwinter 2008 Report

## Introduction

The *Task Force on CC:DA's Internal and External Communication* has been working to fulfill the remainder of its charge. Details on completed items are available from the preliminary report of the Task Force, *CC:DA/TF/Communication/3, June 4, 2007*. The Task Force has made progress on open work items which are:

- Charge A –updating CC:DA contacts list based upon review of prior Task Force work
- Charge C - assessing the nature of internal communications
- Charge D - determining functional requirements for software applications to handle internal and external communications
- Charge F - migrating and maintaining CC:DA's web site

Although the Task Force has completed Charge B (assessing the nature of external communications), we note that the internal CC:DA email list is being made viewable to the outside world via a read-only mirror list hosted on ALA servers. The ability for non-CC:DA members to view CC:DA email discussion is a significant improvement in external communication.

### Charge A: Reviewing relevant prior work

The Task Force completed its review of former relevant Task Force work prior to the 2007 ALA Annual meeting. We recommended updating two outreach documents, "*How to Submit a Rule Change...*" and "*Building International Database and Cataloging Standards ...*", when Resource Description and Access (RDA) is ready for publication. These documents concern CC:DA's role in the maintenance of AACR2 and should be updated to reflect the adoption of RDA. The updates, however, should not be done until RDA is in final draft in order to avoid unnecessary revisions.

One portion of the prior work review remains in-process. The 1994/5 Task Force created a recipient list for the distribution of CC:DA documents. The list is significantly dated (referring, for example, to using gopher as a dissemination tool) and this Task Force has recommended updating it. Work on a new list is underway. The result should in no way be considered final or comprehensive. With the proliferation of library-related mailing lists, blogs, and social networking technology it is difficult to include every single potential contact. The new list should concentrate on groups with which CC:DA can actively partner on projects of interest.

The contacts list should not be considered a mailing list in the traditional sense. The CC:DA email "mirror" is to be released soon. Interested parties can opt-in to receiving those types of CC:DA communications. Replicating messages to an external distribution list is a duplication of effort for CC:DA and potential spam for any contact that may also be subscribed to the mirror. The list should be considered an outreach tool for initiating and managing two-way communication between CC:DA and other groups. It should be a checklist to ensure CC:DA works with relevant parties on emerging bibliographic standards rather than a one-way dissemination mechanism for CC:DA announcements and publications.

The Task Force recommends that all CC:DA members and liaisons have the opportunity to

review and contribute to this contact list. Communication is dynamic. The organizations with which CC:DA communicates will change over time. Hence, edits and additions to the list should be possible at any time. There should also be periodic review of the list so that it remains current and relevant. Twelve years between updates is too much of a gap. The Task Force suggests an annual review. The Task Force also suggests using a tool which can accommodate the dynamic nature of this list of contacts. The 1994/5 list was a static text document. The list is really a directory and should be managed via database or spreadsheet to better accommodate flux and to automate dispatches. An up-to-date distribution list can be generated on-the-fly for each communiqué. The Task Force suggests charging the CC:DA web master with investigating ALA web-based tools for managing CC:DA contacts.

The Task Force has begun work on an initial register of suggested contacts for external outreach. A draft is appended. The Task Force worked with the Keiko Suzuki, CC:DA liaison from the Committee on Cataloging: Asian and African Materials, to compile a listing of non-English language cataloging groups to add to the distribution checklist. In addition, Jim Alberts has agreed to coordinate the compilation of additional relevant contacts to seed the list. Ongoing maintenance of the outreach distribution list should fall to the CC:DA web master once the initial contact list is created and reviewed by CC:DA.

### **Charge C: Assess the nature of internal communications**

The Task Force described the nature of CC:DA's internal communications in *CC:DA/TF/Communication/3*. The Task Force also reviewed emerging technologies to determine if there were any ways to automate or enhance our current internal communication methods. The Task Force considered some promising tools such as the collaborative/reviewer functions of CommentPress and Adobe Acrobat Professional and reconciliation functions within PleaseReview. Reconciliation is the process of comparing multiple comments on the same text. Acrobat and PleaseReview, however, are proprietary, expensive, and may or may not be accessible for CC:DA members. CommentPress is a theme for the WordPress blogging software. MySQL and PHP services must be installed on the server and appropriate access permissions must be obtained to access files on the web server. CommentPress requires a fair bit of technical savvy to install and may not be compatible with the permissions we have been granted or services available from our server host, ALA.

Since issuing the Preliminary Report, the Task Force has polled current CC:DA members for their thoughts on the current communication methods. The poll received five responses, all of which indicated satisfaction with the current modes of communicating CC:DA business. Thus it is the opinion of the Task Force that internal communications do not require any changes at this time. The Task Force reviewed current internal communication methods to develop a list of functional requirements for software as a tool for evaluating emerging technologies. The functional requirements list for internal communication software is included below under Charge D.

The Task Force recommends that the charge for the new CC:DA web master include evaluating and implementing new technologies when merited. Syndicated feeds and chat, for example, are potential enhancements to communication. RSS feeds can be used in conjunction with email to distribute information. Chat software could supplement or replace

email as a vehicle for discussions and/or group work. RSS provides interested parties with another channel of communication. Chat has the advantage of working in real-time and can eliminate the time lags of asynchronous communication methods. This has potential to help CC:DA get its work done in a more timely fashion.

#### **Charge D: Determine the functional requirements for software**

The Task Force determined that the functional requirements for the CC:DA web site developed by the 2004 *Task Force to Investigate CC:DA's Web Presence* remain valid. Those requirements are appended for convenience. The Task Force also reviewed emerging technologies for additional ideas regarding the functional requirements of any software which could be used to enhance CC:DA communication. Based on its assessment, the Task Force created the following requirements:

Communication software must be

- web accessible
- platform agnostic
- compatible with common web browsers
- compatible with ALA server technology
- in common use by CC:DA members and representatives (or easily obtained & installed)
- well documented
- ADA accessible
- easy to learn
- reliable (server won't go down)
- preserve-able (content is in a format that won't soon be obsolete)
- inexpensive, preferably free
- migrate-able (we can get our information out of the system if we switch to a different tool)
- interoperable with other software (i.e. standard operating system functions like cut and paste are supported, import/export available)
- secure
- support authentication and identity management (i.e. password protection, different levels of access for administrators/contributors/readers, ability to limit non-CC:DA access to documents when required )

#### **Charge F: Migrating and maintaining CC:DA's web site**

The Task Force recommended in its preliminary report that CC:DA approve the addition of the CC:DA web master as an official non-voting member of CC:DA. The Task Force also recommended the appointment of a new web master to take over for the person currently performing the role. CC:DA voted at Annual to approve these recommendations. CC:DA appointed Patricia Hatch to the position. Patricia has been appointed to the current Task

Force as an ex-officio member. The Task Force is available to work with Patricia to migrate the CC:DA web site from its current server to an ALA hosted server. Successful migration will depend on active cooperation from ALCTS and/or ALA. Staff should work with the CC:DA web master on a project plan to move such a large and complex site from the PSU server to ALA. Work should begin as soon as the project plan is in place. Progress updates should be included in the web master's reports to CC:DA.

The Task Force also recommends that the web master be the official administrator of CC:DA space within the ALA Communities portal. Patricia should receive formal training from ALA on both roles as soon as possible.

## Appendix A – DRAFT External communication contacts list

### ***Area Studies/Ethnic Librarians groups***

**Non English Access in Catalogs** <http://lists.ala.org/wws/info/nonenglishaccess>

Listserv: [nonenglishaccess@ala.org](mailto:nonenglishaccess@ala.org)

### **Africana Librarians Council (ALC)**

<http://www.loc.gov/rr/amed/afs/alc/>

Listserv: [alcalist@lists.stanford.edu](mailto:alcalist@lists.stanford.edu) (contact: Karen Fung [kfung@stanford.edu](mailto:kfung@stanford.edu))

Cataloging Committee: <http://www.loc.gov/rr/amed/afs/alc/catcte.html>

Chairperson of the Cataloging Committee:

Joseph J. Lauer (term ends 2007)

Africana Library

Michigan State University

100 Library

East Lansing, MI 48824-1048

(517) 432-6123 Ext. 237 (phone)

(517) 432-3532 (fax)

[lauer@mail.lib.msu.edu](mailto:lauer@mail.lib.msu.edu)

### **Committee on Research Materials on Southeast Asia (CORMOSEA)**

<http://www.cormosea.org/>

Listserv: [cormosea@ouvaxa.cats.ohiou.edu](mailto:cormosea@ouvaxa.cats.ohiou.edu)

Subcommittee on Technical Processes:

<http://www.cormosea.org/techpro/techpro-main.html>

Current Chair & contact:

Virginia Jing yi Shih

Librarian for Southeast Asian Collections

South/Southeast Asia Library

120 Doe Library

University of California

Berkeley, CA 94720 6000 USA

Tel: (510) 643 0850

Fax: (510) 643 8817

Email: [vshih@library.berkeley.edu](mailto:vshih@library.berkeley.edu)

**Committee on South Asian Libraries and Documentation (CONSALD)**

<http://www.lib.virginia.edu/area-studies/SouthAsia/Lib/consald.html>

Listserv: [consald-l@library.wisc.edu](mailto:consald-l@library.wisc.edu) (contact: Mary Rader [mrader@library.wisc.edu](mailto:mrader@library.wisc.edu))

Contact for technical processing matter: Alan Grosenheider, [alang@hawaii.edu](mailto:alang@hawaii.edu)

**Committee on East Asian Libraries (CEAL)**

<http://wason.library.cornell.edu/CEAL/>

Listserv: EASTLIB [eastlib@listserv.unc.edu](mailto:eastlib@listserv.unc.edu)

Committee on Technical Processing: <http://cealctp.lib.uci.edu/>

Chair: Mary Lin

East Asian Original Cataloging

University of Wisconsin-Madison

Madison, WI

Email: [mlin@library.wisc.edu](mailto:mlin@library.wisc.edu)

RDA Review Subcommittee: <http://cealctp.lib.uci.edu/rda-drafts.htm>

Coordinator: Shi Deng (UC San Diego) [sdeng@ucsd.edu](mailto:sdeng@ucsd.edu)

**Middle East Librarians Association (MELA)**

<http://www.mela.us/>

Committee on Cataloging: <http://www.mela.us/cataloging.html>

Chair : Meryle Gaston, University of California, Santa Barbara

Listserv: MIDEASTCAT (<http://www.mela.us/mideastcat.html>) [mideastcat@lists.stanford.edu](mailto:mideastcat@lists.stanford.edu)

**Seminar on the Acquisition of Latin American Library Materials (SALALM)**

<http://library.lib.binghamton.edu/salalm/>

Listserv: [lala-l@fiu.edu](mailto:lala-l@fiu.edu)

Cataloging and Bibliographic Technology:

<http://library.lib.binghamton.edu/salalm/committees/catalogingsub.html>

Current contact person: Tina Gross (2006-2009) [tmgross@stcloudstate.edu](mailto:tmgross@stcloudstate.edu)

## ***ALA Ethnic Caucuses***

### **American Indian Library Association (AILA)**

<http://aila.library.sd.gov/>

Listserv: [AILA@SI-LISTSERV.SI.EDU](mailto:AILA@SI-LISTSERV.SI.EDU)

Subject Access and Classification Committee (SACC)

Current chair: Kelly Webster <kellypster@gmail.com> and Jacquie Samples <Jacquie\_Samples@ncsu.edu >

### **REFORMA**

<http://www.reforma.org/REFORMAboard.html>

### **Asian/Pacific American Librarians Association (APALA)**

<http://www.apalaweb.org/>

### **Chinese American Librarians Association (CALA)**

<http://www.cala-web.org/>

## ***CC:DA liaison groups***

### **Association of Jewish Libraries (AJL)**

<http://jewishlibraries.org/ajlweb/>

Listserv: HEB NACO (mainly librarians working in American research collections) & HASAFRAN (mainly librarians working in American collections with Judaica/Hebraica, public/synagogue/research libraries)

RAS Cataloging Committee

Current Chair & CC:DA liaison: Daniel Lovins <Daniel.lovins@yale.edu>

### **Slavic & East European Section (SEES) / Automated Bibliographic Control (ABC)**

<http://www.stanford.edu/~soobum/ABC/>

In ALA / Association of College and Research Libraries (ACRL), which represented by Manon Th eroux

Chair: Diana Brooking (2006-2008)

University of Washington

Work: 206-543-8405 / Fax: 206-685-8782

E-mail: [dbrookin@u.washington.edu](mailto:dbrookin@u.washington.edu)

## **Western European Studies Section (WESS) / Cataloging Discussion Group**

In ALA / Association of College and Research Libraries (ACRL), which represented by Manon Thérour

Chair: Cason Snow (Northern Illinois University)

E-mail: [csnow@niu.edu](mailto:csnow@niu.edu)

## ***ALA Mailing Lists***

### **ALCTS Catalog Form and Function; public list**

[alcts-cffc@ala.org](mailto:alcts-cffc@ala.org)

### **ALCTS Networked Resources and Metadata Committee; public list**

[alcts-nrnc@ala.org](mailto:alcts-nrnc@ala.org)

### **LITA Standards Interest Group; public list**

[lita-stand@ala.org](mailto:lita-stand@ala.org)

## ***Non-ALA Mailing Lists***

### **General, non-affiliated lists**

#### **AUTOCAT@LISTSERV.SYR.EDU**

Large volume general library cataloging list

#### **SERIALST@LIST.UVM.EDU**

List for serials librarians

#### **Web4Lib**

[web4lib@sunsite.berkeley.edu](mailto:web4lib@sunsite.berkeley.edu)

### **Joint Steering Committee Lists:**

[RDA-L@INFOSERV.NLC-BNC.CA](mailto:RDA-L@INFOSERV.NLC-BNC.CA)

### **International Federation of Library Associations Lists**

catsmail: The mailing list of the IFLA Cataloguing Section's Standing Committee

[catsmail@infoserv.inist.fr](mailto:catsmail@infoserv.inist.fr)

### **The FRBR Review Group's Discussion List**

[frbr@infoserv.inist.fr](mailto:frbr@infoserv.inist.fr)



## **OCLC**

### **OCLC-CAT**

OCLC-Cat is a discussion forum for library staff using or considering any OCLC cataloging and metadata services.

### **Dublin Core**

DC-GENERAL@jiscmail.ac.uk

DC-LIBRARIES@jiscmail.ac.uk

## **Blogs**

### **Planet Cataloging**

<http://planetcataloging.org/>

### **Catalogblog**

<http://catalogablog.blogspot.com/>

### **Cataloging Futures**

<http://www.catalogingfutures.com/catalogingfutures/>

### **Bibliographic Wilderness**

<http://bibwild.wordpress.com/>

### **A Gentleman's Guide to Cataloguing...**

<http://gentlemansguide.wordpress.com/>

### **Cataloger 2.0**

<http://cataloger20.blogspot.com/>

### **Coyle's Information**

<http://kcoyle.blogspot.com/>

### **LITA Blog**

<http://litablog.org/>

### **Lorcan Dempsey's weblog**

<http://orweblog.oclc.org/>

### **Metadata Blog: The ALCTS Networked Resources and Metadata Interest Group Blog**

<http://blogs.ala.org/nrmig.php>

### **Panlibus**

<http://blogs.talis.com/panlibus/>

**The FRBR Blog**

<http://www.frbr.org/>

**Weibel Lines: Ruminations on Libraries and Internet standards**

<http://weibel-lines.typepad.com/weibelines/>

**Outgoing: Library metadata techniques and trends by Thom Hickey**

<http://outgoing.typepad.com/outgoing/>

**NASIG Newsletter (North American Serials Interest Group)**

<http://nasignews.wordpress.com/>

**The Serials Cataloger: News, research, and other information of interest to serials catalogers.**

<http://serialscataloger.blogspot.com/>

## **Appendix B: Website functional requirements developed by 2004 Task Force on CC:DA's web presence**

The CC:DA Website(s) must:

- serve both the general (cataloging) public and the communication needs of the committee itself
- provide an introduction/overview of the work of the committee and how it fits in to the broader AACR development community
- provide current lists of committee members (roster)
- provide current lists of task forces, their charges, and their members
- provide information on current activities via announcements, minutes, current proposals, etc.
- provide access to documentation of committee rules, practices, and procedures
- provide access to current committee documents
- provide access to relevant non-committee documents (e.g. JSC, NISO, IFLA, password-protected if necessary)
- provide links to relevant other related organizations, committees, etc.
- be kept current, updated as new documents become available, etc.
- provide access to historical documents of the committee; serve as an archival repository for committee documents; previous members, minutes, committee and task force documents, etc.
- maintain a stable structure – e.g., addresses of documents should be stable
- provide index to documents by topic, rule number, document number, title, issuing body
- link to archived messages from the electronic discussion list to current committee members