TO: Cheri A. Folkner, CC:DA Chair
FROM: Patricia Hatch, CC:DA Webmaster

Here is the report of the CC:DA Webmaster for the ALA 2008 Annual Meeting.

2008 Activities to Date

1. **Updates to the existing website at Pennsylvania State University:** Regular updates were made to the site with reports and minutes from the 2008 ALA Midwinter Meeting, agenda and reports in preparation for the 2008 ALA Annual Meeting. As changes have been made to the site, I have created a document that explains the current workflow process. This process is attached to this report as Appendix A. As I create other workflows (creating pages for new Task Forces, for example), I will update this appendix.

   I would like to publicly thank John Attig for all of his help and support while during this transition. He has greatly assisted me in getting an understanding of the site framework and has never hesitated to be most gracious in making all of the timely updates to the site.

2. **Training on Collage System:** Collage is the content management system used by ALA at the ALA site. I attended two virtual training sessions in Collage over the past six months. During this time, I have learned that one of the largest challenges we face with the website migration from the current CC:DA site at PSU to the ALA site is the need to convert our more than 300 HTML web pages into XML. The Collage system does not display HTML. ALA is investigating ways to convert our pages from HTML into XML, and will present the webmaster with a workflow strategy.

3. **Migration of the CC:DA Website from PSU to ALA:** I have been working with Christine Taylor of ALCTS on a plan to begin migration of the website. Based on the lessons learned in the Collage training, I have proposed creating an active “mini-site” for CC:DA that will consist of a subset of WebPages and documents. This will represent the “current” CC:DA site. The PSU site will serve as a site containing historical data that will be migrated over to the ALA site in stages.

   The content of the mini-site will be most of the pages and documents linked from the current CC:DA site. In total, I am recommending 20 HTML pages that form the core of the CC:DA site to be migrated as the new “current” CC:DA site, with the corresponding Word and Acrobat documents. I have inventoried this new mini-site completely in both Excel format as visually as a Word document that displays the links between the various elements.
Submitted to ALA was an Excel workbook containing 20 different spreadsheets representing the HTML, .doc, .pdf, and internal/external URL links for each proposed page for the current “mini-site”. This was supplemented with a 22-page Word document that contained a screenshot of each of the 20 pages with links back to the Excel document to show how the mapping will work on the new site.

Appendix B of this report contains the first page of the Excel and Word documents so that the Committee can view an example of what was sent to ALA. The full mini-site is available to any Committee Member upon request.

The next step of the ALA site migration is the creation of the left-hand navigation at the ALA site; I sent the following proposed navigation to Christine Taylor:

- ALCTS home
- CSS/Cataloging Home
- CC:DA Home page
- CC:DA Announcements
- CC:DA Meeting Documents
- CC:DA Charge
- CC:DA Roster
- CC:DA Procedures
- CC:DA Task Forces
- CC:DA Working Documents
- CC:DA Representative Reports

Christine Taylor is working with an intern at ALCTS to organize the site and set up the “wire frames” that will give the Committee a sense of what the new site will look like.

Once these pieces are in place, we can move ahead with a project plan to create the mini-site. After the mini-site is in place, we will be able to move forward with a plan to migrate the remaining historical documents from the PSU site to the ALA site. To oversee this work, I am recommending the formation of a Task Force (see recommendation below).

4. **Work with the Task Force on Internal/External Communication**: My work with the Task Force consisted of bringing them up to date with the website migration work and to aid in the development of an external contacts list. At the moment, there is no straightforward way for us to maintain a database of external contacts at the ALA site. This may be something that we will want to speak with ALA about in the future; perhaps other committees in ALCTS would be interested in developing a database of relevant email distribution lists and blogs about which to post pertinent committee information. I have recommended that the webmaster create a new page on the CC:DA site that will contain the list of external contacts identified in the Final Report of the Task Force. A link to the webmaster will be provided to allow visitors to the site to recommend additional contacts and/or
update the email/blog addresses of the existing external contacts list. The webmaster will, at the direction of the Chair, post relevant information about CC:DA work to these external contacts.

5. **Task Force Recommendation:** Once the “wire frames” for the new ALA site is in place, I am recommending the formation of a Task Force for Website Migration. The charge for this group will be to work with the CC:DA Webmaster on the migration of the website from the PSU server to the ALA server. If the Committee opts to appoint the Task Force I recommend that the group consists of no more than four people, including the CC:DA webmaster and a member of the ALCTS staff.

Activities for this task force could include:
- Creation of the Project Plan development for the new ALA mini-site
- Opportunity to assist in creation of pages in the ALA Collage system
- Development of an additional Project Plan for the historical site migration
- Assistance with communication efforts, internal and external, on the migration progress

In conclusion, I am happy to be able to contribute to CC:DA and I look forward to a productive fall with the web site migration.

Patricia Hatch  
CC:DA Webmaster
Appendix a: Maintenance of the CC:DA Site at Pennsylvania State University

A. Updating the Site with a New Report (Task Force, Chair, Minutes, etc.)

B. Updating the Site with a New Announcement

A. Updating the Site with a New Report

1. Webmaster receives report from Chair, Task Force Chair, or CC:DA Representative. This is usually in Word format (.doc)
2. If necessary, rename the document in accordance with similar documents on the CC:DA site. For example, the “Report of the CC:DA Webmaster, 2008 Annual” would be named webmaster4.doc, as it is the 4th report of the CC:DA Webmaster. Check the doc’s folder of the CC:DA site for appropriate naming/numbering conventions.
4. Review earlier documents from Task Force or previous versions of reports from Chair or Representatives and update formatting so that documents are consistent. Make sure any URLs listed in the document are accessible from the document.
5. Convert Word document into .pdf (Adobe Acrobat) document. Give the .pdf the same name as the Word document (e.g., webmaster4.doc would be webmaster4.pdf).
6. Update the appropriate web page on the site with the document; add appropriate HTML text.
7. If applicable, update the Home page (http://www.libraries.psu.edu/tas/jca/ccda/index.html). Add “New” or “Updated” banners as needed.
8. Update the Index of CC:DA Documents: Alphabetical Listing (http://www.libraries.psu.edu/tas/jca/ccda/docreg.html). Note that the document may need to be input in more than one place in the index.
10. Send all updated web pages and documents to John Attig to upload to the PSU site.

B. Updating/Creating An Announcement

1. Webmaster will receive announcement from Chair.
2. If necessary, create a new announcements page—a new announcements page is usually created before each Midwinter and Annual Meeting. Follow the naming convention for previous announcements pages to stay consistent.

3. Update new page with announcement text. Make sure any outgoing links

4. Update the announcements section of the home page (http://www.libraries.psu.edu/tas/jca/ccda/index.html). Add New or Updated banners as appropriate

5. Send updates to John Attig to upload to the PSU site.
## Appendix B: Proposed ALCTS CC:DA Mini-Site on ALA Server

*Will not be converted to mini-site, but will be part of overall site migration*

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Relative or External Link?</th>
<th>Relative Link URL</th>
<th>URL, when converted to xml, will appear on ALA site as:</th>
<th>External Link URL</th>
<th>Current Format (HTML, .pdf, .doc, etc.)</th>
<th>Part of Mini-Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>Homepage</td>
<td>Relative</td>
<td>index.html</td>
<td>index.cfm</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Yes</td>
</tr>
<tr>
<td>2.00</td>
<td>Building International Descriptive Cataloging Standards: The Role of the American Library Association’s Committee on Cataloging: Description and Access</td>
<td>Relative</td>
<td>building.html</td>
<td>building.cfm</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Yes</td>
</tr>
<tr>
<td>1.01</td>
<td>Link to Historical CC:DA Site</td>
<td>External</td>
<td>N/A</td>
<td>N/A</td>
<td><a href="http://www.libraries.psu.edu/tas/jca/ccda/index.html">http://www.libraries.psu.edu/tas/jca/ccda/index.html</a></td>
<td>html page--needs conversion to xml</td>
<td>Link to PSU site--migrate later</td>
</tr>
<tr>
<td>3.00</td>
<td>Announcements &amp; Reports 2008</td>
<td>Relative</td>
<td>ann0712.html</td>
<td>ann0712.cfm</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Yes</td>
</tr>
<tr>
<td>4.00</td>
<td>Committee Charge</td>
<td>Relative</td>
<td>charge.html</td>
<td>charge.cfm</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Yes</td>
</tr>
<tr>
<td>5.00</td>
<td>Current Committee Roster</td>
<td>Relative</td>
<td>roster.html</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>6.00</td>
<td>Chairs, Members, Interns, Representatives, and Liaisons since 1979</td>
<td>Relative</td>
<td>ccdahist.html</td>
<td>ccdahist.cfm</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Yes</td>
</tr>
<tr>
<td>Time</td>
<td>Title</td>
<td>Type</td>
<td>File Name 1</td>
<td>File Name 2</td>
<td>Type of Page</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------------------</td>
<td>-------</td>
<td>------------------------</td>
<td>------------------------</td>
<td>--------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>7.00</td>
<td>CCS Policy on Eligibility of CC:DA Representatives</td>
<td>Relative</td>
<td>CCDAliaisonPolicy.pdf</td>
<td>CCDAliaisonPolicy.pdf</td>
<td>N/A</td>
<td>.pdf</td>
<td>Yes</td>
</tr>
<tr>
<td>8.00</td>
<td>Committee Procedures</td>
<td>Relative</td>
<td>procedur.pdf</td>
<td>procedur.pdf</td>
<td>N/A</td>
<td>.pdf</td>
<td>Yes</td>
</tr>
<tr>
<td>9.00</td>
<td>Orientation Document for new members and liaisons</td>
<td>Relative</td>
<td>orientation.htm</td>
<td>orientation.cfm</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Yes</td>
</tr>
<tr>
<td>10.00</td>
<td>How to Submit a Rule Change Proposal to CC:DA</td>
<td>Relative</td>
<td>how-to.html</td>
<td>how-to.cfm</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Yes</td>
</tr>
<tr>
<td>1.02</td>
<td>Index to CC:DA documents</td>
<td>External</td>
<td>(docreg.html)*</td>
<td>(docreg.cfm)*</td>
<td><a href="http://www.libraries.psu.edu/tas/jca/ccda/docreg.html">http://www.libraries.psu.edu/tas/jca/ccda/docreg.html</a></td>
<td>html page--needs conversion to xml</td>
<td>Link to PSU site--migrate later</td>
</tr>
<tr>
<td>11.00</td>
<td>2008 Agenda-ALA Meeting Anaheim, CA</td>
<td>Relative</td>
<td>agen0806.html</td>
<td>agen0601.cfm</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Yes</td>
</tr>
<tr>
<td>1.03</td>
<td>Earlier meetings</td>
<td>External</td>
<td>(meetings.html)*</td>
<td>(meetings.cfm)</td>
<td><a href="http://www.libraries.psu.edu/tas/jca/ccda/meetings.html">http://www.libraries.psu.edu/tas/jca/ccda/meetings.html</a></td>
<td>html page--needs conversion to xml</td>
<td>Link to PSU site--migrate later</td>
</tr>
<tr>
<td>12.00</td>
<td>Task Force on CC:DA’s Internal and External Communication</td>
<td>Relative</td>
<td>tf-comm1.html</td>
<td>tf-comm1.cfm</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Yes</td>
</tr>
<tr>
<td>13.00</td>
<td>Task Force to Review the Statement of International Cataloguing Principles</td>
<td>Relative</td>
<td>tf-icp1.html</td>
<td>tf-icp1.cfm</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Yes</td>
</tr>
<tr>
<td>14.00</td>
<td>Task Force on Specialist Cataloguing Manuals</td>
<td>Relative</td>
<td>tf-scm1.html</td>
<td>tf-scm1.cfm</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Yes</td>
</tr>
<tr>
<td>1.04</td>
<td>Inactive Task forces</td>
<td>External</td>
<td>(tf-all.html)*</td>
<td>(tf-all.cfm)*</td>
<td><a href="http://www.libraries.psu.edu/tas/jca/ccda/tf-all.html#inactive">http://www.libraries.psu.edu/tas/jca/ccda/tf-all.html#inactive</a></td>
<td>html page--needs conversion to xml</td>
<td>Link to PSU site--migrate later</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>15.00</td>
<td>Other Documents</td>
<td>Relative</td>
<td>otherdocs.html</td>
<td>otherdocs.cfm</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Yes</td>
</tr>
<tr>
<td>1.05</td>
<td>Inactive Other Documents</td>
<td>External</td>
<td>(otherdocs.htm l)*</td>
<td>(otherdocs.cfm )*</td>
<td><a href="http://www.libraries.psu.edu/tas/jca/ccda/otherdocs.html">http://www.libraries.psu.edu/tas/jca/ccda/otherdocs.html</a></td>
<td>html page--needs conversion to xml</td>
<td>Link to PSU site--migrate later</td>
</tr>
<tr>
<td>1.06</td>
<td>AACR2 Home Page</td>
<td>External</td>
<td>N/A</td>
<td>N/A</td>
<td><a href="http://www.aacr2.org/">http://www.aacr2.org/</a></td>
<td>External Link</td>
<td>Yes</td>
</tr>
<tr>
<td>1.07</td>
<td>Joint Steering Committee for the Development of RDA</td>
<td>External</td>
<td>N/A</td>
<td>N/A</td>
<td><a href="http://www.collectionscanada.gc.ca/jsc/index.html">http://www.collectionscanada.gc.ca/jsc/index.html</a></td>
<td>External Link</td>
<td>Yes</td>
</tr>
<tr>
<td>1.08</td>
<td>Logical Structure of the Anglo-American Cataloguing Rules, Part I</td>
<td>External</td>
<td>N/A</td>
<td>N/A</td>
<td><a href="http://www.collectionscanada.gc.ca/jsc/docs.html#logical">http://www.collectionscanada.gc.ca/jsc/docs.html#logical</a></td>
<td>External Link</td>
<td>Yes</td>
</tr>
<tr>
<td>1.09</td>
<td>Logical Structure of the Anglo-American Cataloguing Rules, Part II</td>
<td>External</td>
<td>N/A</td>
<td>N/A</td>
<td><a href="http://www.collectionscanada.gc.ca/jsc/docs.html#logical">http://www.collectionscanada.gc.ca/jsc/docs.html#logical</a></td>
<td>External Link</td>
<td>Yes</td>
</tr>
<tr>
<td>1.10</td>
<td>Functional Analysis of the MARC 21 Bibliographic and Holdings Formats</td>
<td>External</td>
<td>N/A</td>
<td>N/A</td>
<td><a href="http://www.loc.gov/marc/marc-functional-analysis/home.html">http://www.loc.gov/marc/marc-functional-analysis/home.html</a></td>
<td>External Link</td>
<td>Yes</td>
</tr>
<tr>
<td>1.11</td>
<td>Other Resources</td>
<td>External</td>
<td>(res-misc.html)*</td>
<td>(res-misc.cfm)*</td>
<td><a href="http://www.libraries.psu.edu/tas/jca/ccda/res-misc.html">http://www.libraries.psu.edu/tas/jca/ccda/res-misc.html</a></td>
<td>html page--needs conversion to xml</td>
<td>Link to PSU site--migrate later</td>
</tr>
<tr>
<td>16.00</td>
<td>ALA Representative to the Joint Steering Committee-April 2007 Report (Word Version)</td>
<td>Relative</td>
<td>jsc0705.doc</td>
<td>jsc0705.doc</td>
<td>N/A</td>
<td>Word Document</td>
<td>Yes</td>
</tr>
<tr>
<td>Time</td>
<td>Report Title</td>
<td>Relative Link Location</td>
<td>Local Link Location</td>
<td>Format</td>
<td>Is PDF Conversion Needed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------------</td>
<td>---------------------</td>
<td>--------</td>
<td>--------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.00</td>
<td>ALA Representative to the Joint Steering Committee-April 2007 Report (Acrobat Version)</td>
<td>jsc0705.pdf</td>
<td>jsc0705.pdf</td>
<td>N/A</td>
<td>Adobe Acrobat document</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>1.12</td>
<td>ALA Representative to the Joint Steering Committee-Earlier Reports</td>
<td>(reports.html#jsc)*</td>
<td>(reports.cfm#jsc)*</td>
<td><a href="http://www.libraries.psu.edu/tas/jca/ccda/reports.html#jsc">http://www.libraries.psu.edu/tas/jca/ccda/reports.html#jsc</a></td>
<td>html page--needs conversion to xml</td>
<td>Link to PSU site--migrate later</td>
<td></td>
</tr>
<tr>
<td>18.00</td>
<td>LC Representative January 2008 Report (Word Version)</td>
<td>lc0801.doc</td>
<td>lc0801.doc</td>
<td>N/A</td>
<td>Word Document</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>19.00</td>
<td>LC Representative January 2008 Report (Acrobat Version)</td>
<td>lc0801.pdf</td>
<td>lc0801.pdf</td>
<td>N/A</td>
<td>Adobe Acrobat document</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>1.13</td>
<td>LC Representative - Earlier Reports</td>
<td>(reports.html#lc)*</td>
<td>(reports.cfm#lc)*</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Link to PSU site--migrate later</td>
<td></td>
</tr>
<tr>
<td>20.00</td>
<td>MARBI Representative Report January 2008 [preliminary]</td>
<td>marbi0801.htm</td>
<td>marbi0801.cfm</td>
<td>N/A</td>
<td>html page--needs conversion to xml</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>1.14</td>
<td>MARBI Representative-Earlier Reports</td>
<td>(reports.html#marbi)*</td>
<td>(reports.cfm#marbi)*</td>
<td><a href="http://www.libraries.psu.edu/tas/jca/ccda/reports.html#marbi">http://www.libraries.psu.edu/tas/jca/ccda/reports.html#marbi</a></td>
<td>html page--needs conversion to xml</td>
<td>Link to PSU site--migrate later</td>
<td></td>
</tr>
<tr>
<td>1.15</td>
<td>Other Reports</td>
<td>(reports.html#other)*</td>
<td>(reports.cfm#other)*</td>
<td><a href="http://www.libraries.psu.edu/tas/jca/ccda/reports.html#other">http://www.libraries.psu.edu/tas/jca/ccda/reports.html#other</a></td>
<td>html page--needs conversion to xml</td>
<td>Link to PSU site--migrate later</td>
<td></td>
</tr>
</tbody>
</table>
1.00 Homepage

Committee on Cataloging: Description & Access

Welcome to the new CC:DA Web Site!

This site contains the basic contents of the CC:DA web site, as well as active documents.

Historical documents can be found on the original CC:DA site, hosted at http://www.library.jwu.edu/ala/ccda.html.

Watch the CC:DA mailing list for announcements as to when the full CC:DA site will be available here at the ALA website.

Anouncing:
- CC:DA Meetings at 2008 ALA Midwinter
- Joint Steering Committee Meeting in Chicago
- New Task Force Appeared

2.00

CC:DA Resources

Committee Change
[From the ALA Handbook of Organization]

Current Committee Roster [UPDATED]
List of Committee Participants since 1979

CC:DA Policy on Eligibility of CC:DA Representatives

Orientation Document for new members and directors

How to Submit a Rule Change Proposal to CC:DA

Index of CC:DA Documents

Anglo-American Cataloguing Roles

AACR2 Home Page
[How to order copies of the rules]

Joint Steering Committee for Revision of AACR2 Home Page

Logical Structure of the Anglo-American Cataloguing Rules, Part I

Logical Structure of the Anglo-American Cataloguing Rules, Part II

Fundamental Analysis of the MARC 21 Bibliographic and Holdings Formats

Other Resources [UPDATED]
[Library of Congress, Pica, and international projects]

Working Documents

ALA Conference Meetings: Agenda, etc.
November 2008, Philadelphia [NEW]

Slideshow: Updated 10/30/07

CC:DA Task Forces

CC:DA's Internal and External Communications
Review of the Statements of International Cataloging Principles
Specialist Committee on MARC
Individual Task Forces

Other Documents

4.00-10.00 and
1.02

11.00
1.03
12.00
13.00
14.00
1.04
15.00
1.05

16.00
17.00
1.12
18.00
19.00
1.13
20.00
1.14
1.15

https://www.ala.org/ala/alcatsweb/catalogingmeetings/jointcommittees/ccda/ccda.cfm
Copyright © 2008 American Library Association
Last updated 03/11/2008 16:24:30 - ep