

TO: Cheri A. Folkner, CC:DA Chair
FROM: Patricia Hatch, CC:DA Webmaster
SUBJECT: CC:DA Webmaster Report, June 9, 2008

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.
3. If necessary, add CC:DA Document number to Word document. Check the Index of CC:DA Documents: Document Number Listing page (<http://www.libraries.psu.edu/tas/jca/ccda/docnoref.html>) or Task Force pages to guide numbering convention.
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.
9. Update the Index of CC:DA Documents: Document Number Listing (<http://www.libraries.psu.edu/tas/jca/ccda/docnoref.html>).
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

#	Description	Relative or External Link?	Relative Link URL	URL, when converted to xml, will appear on ALA site as:	External Link URL	Current Format (HTML, .pdf, .doc, etc.)	Part of Mini-Site
1.00	Homepage	Relative	index.html	index.cfm	N/A	html page--needs conversion to xml	Yes
2.00	Building International Descriptive Cataloging Standards: The Role of the American Library Association's Committee on Cataloging: Description and Access	Relative	building.html	building.cfm	N/A	html page--needs conversion to xml	Yes
1.01	Link to Historical CC:DA Site	External	N/A	N/A	http://www.libraries.psu.edu/tas/jca/ccda/index.html	html page--needs conversion to xml	Link to PSU site--migrate later
3.00	Announcements & Reports 2008	Relative	ann0712.html	ann0712.cfm	N/A	html page--needs conversion to xml	Yes
4.00	Committee Charge	Relative	charge.html	charge.cfm	N/A	html page--needs conversion to xml	Yes
5.00	Current Committee Roster	Relative	roster.html		N/A	html page--needs conversion to xml	Yes
6.00	Chairs, Members, Interns, Representatives, and Liaisons since 1979	Relative	ccdahist.html	ccdahist.cfm	N/A	html page--needs conversion to xml	Yes

7.00	CCS Policy on Eligibility of CC:DA Representatives	Relative	CCDAliaisonPolicy.pdf	CCDAliaisonPolicy.pdf	N/A	.pdf	Yes
8.00	Committee Procedures	Relative	procedur.pdf	procedur.pdf	N/A	.pdf	Yes
9.00	Orientation Document for new members and liaisons	Relative	orientation.html	orientation.cfm	N/A	html page--needs conversion to xml	Yes
10.00	How to Submit a Rule Change Proposal to CC:DA	Relative	how-to.html	how-to.cfm	N/A	html page--needs conversion to xml	Yes
1.02	Index to CC:DA documents	External	(docreg.html)*	(docreg.cfm)*	http://www.libraries.psu.edu/tas/jca/ccda/docreg.html	html page--needs conversion to xml	Link to PSU site--migrate later
11.00	2008 Agenda-ALA Meeting Anaheim, CA	Relative	agen0806.html	agen0601.cfm	N/A	html page--needs conversion to xml	Yes
1.03	Earlier meetings	External	(meetings.html)*	(meetings.cfm)*	http://www.libraries.psu.edu/tas/jca/ccda/meetings.html	html page--needs conversion to xml	Link to PSU site--migrate later
12.00	Task Force on CC:DA's Internal and External Communication	Relative	tf-comm1.html	tf-comm1.cfm	N/A	html page--needs conversion to xml	Yes
13.00	Task Force to Review the Statement of International Cataloguing Principles	Relative	tf-icp1.html	tf-icp1.cfm	N/A	html page--needs conversion to xml	Yes
14.00	Task Force on Specialist Cataloguing Manuals	Relative	tf-scm1.html	tf-scm1.cfm	N/A	html page--needs conversion to xml	Yes
1.04	Inactive Task forces	External	(tf-all.html)*	(tf-all.cfm)*	http://www.libraries.psu.edu/tas/jca/ccda/tf-all.html#inactive	html page--needs conversion to xml	Link to PSU site--migrate

							later
15.00	Other Documents	Relative	otherdocs.html	otherdocs.cfm	N/A	html page--needs conversion to xml	Yes
1.05	Inactive Other Documents	External	(otherdocs.html)*	(otherdocs.cfm)*	http://www.libraries.psu.edu/tas/jca/ccda/otherdocs.html	html page--needs conversion to xml	Link to PSU site--migrate later
1.06	AACR2 Home Page	External	N/A	N/A	http://www.aacr2.org/	External Link	Yes
1.07	Joint Steering Committee for the Development of RDA	External	N/A	N/A	http://www.collectionscanada.gc.ca/jsc/index.html	External Link	Yes
1.08	Logical Structure of the Anglo-American Cataloguing Rules, Part I	External	N/A	N/A	http://www.collectionscanada.gc.ca/jsc/docs.html#logical	External Link	Yes
1.09	Logical Structure of the Anglo-American Cataloguing Rules, Part II	External	N/A	N/A	http://www.collectionscanada.gc.ca/jsc/docs.html#logical	External Link	Yes
1.10	Functional Analysis of the MARC 21 Bibliographic and Holdings Formats	External	N/A	N/A	http://www.loc.gov/marc/marc-functional-analysis/home.html	External Link	Yes
1.11	Other Resources	External	(res-misc.html)*	(res-misc.cfm)*	http://www.libraries.psu.edu/tas/jca/ccda/res-misc.html	html page--needs conversion to xml	Link to PSU site--migrate later
16.00	ALA Representative to the Joint Steering Committee-April 2007 Report (Word Version)	Relative	jsc0705.doc	jsc0705.doc	N/A	Word Document	Yes

17.00	ALA Representative to the Joint Steering Committee-April 2007 Report (Acrobat Version)	Relative	jsc0705.pdf	jsc0705.pdf	N/A	Adobe Acrobat document	Yes
1.12	ALA Representative to the Joint Steering Committee-Earlier Reports	External	(reports.html#jsc)*	(reports.cfm#jsc)*	http://www.libraries.psu.edu/tas/jca/ccda/reports.html#jsc	html page--needs conversion to xml	Link to PSU site--migrate later
18.00	LC Representative January 2008 Report (Word Version)	Relative	lc0801.doc	lc0801.doc	N/A	Word Document	Yes
19.00	LC Representative January 2008 Report (Acrobat Version)	Relative	lc0801.pdf	lc0801.pdf	N/A	Adobe Acrobat document	Yes
1.13	LC Representative - Earlier Reports	External	(reports.html#lc)*	(reports.cfm#lc)*	N/A	html page--needs conversion to xml	Link to PSU site--migrate later
20.00	MARBI Representative Report January 2008 [preliminary]	Relative	marbi0801.html	marbi0801.cfm	N/A	html page--needs conversion to xml	Yes
1.14	MARBI Representative-Earlier Reports	External	(reports.html#marbi)*	(reports.cfm#marbi)*	http://www.libraries.psu.edu/tas/jca/ccda/reports.html#marbi	html page--needs conversion to xml	Link to PSU site--migrate later
1.15	Other Reports	External	(reports.html#other)*	(reports.cfm#other)*	http://www.libraries.psu.edu/tas/jca/ccda/reports.html#other	html page--needs conversion to xml	Link to PSU site--migrate later

1.00 Homepage



1.00

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.libraries.psu.edu/tas/tca/ccda/>.

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

1.01

The Committee on Cataloging: Description and Access (CC:DA) is the body within the American Library Association responsible for developing official ALA positions on additions to and revisions of the *Anglo-American Cataloguing Rules, Second Edition, 2002 Revision*.

Announcing:

- CC:DA Meetings at 2008 ALA Midwinter
- Joint Steering Committee Meets in Chicago
 - New Task Force Appointed

3.00

2.00

A thorough introduction to CC:DA and its work is available in the pamphlet, *Building International Descriptive Cataloging Standards: The Role of the American Library Association's Committee on Cataloging: Description and Access*.

The Committee consists of nine voting members, two interns, five ex-officio representatives, and approximately 30 non-voting liaisons from ALA units and from non-ALA organizations with an interest in issues of descriptive cataloging. The current Chair of the Committee is **Cheri A. Folkner**.

CC:DA Resources

Anglo-American Cataloguing Rules

4.00-10.00 and
1.02

- Committee Charge**
[from the *ALA Handbook of Organization*]
- Current Committee Roster** **UPDATED**
List of Committee Participants since 1979
- CCS Policy on Eligibility of CC:DA Representatives**
SUMMER 1999
- Orientation Document for new members and liaisons
- How to Submit a Rule Change Proposal to CC:DA
- Index of CC:DA Documents**

- AACR2 Home Page**
[How to order copies of the rules]
- Joint Steering Committee for Revision of AACR Home Page**
- Logical Structure of the Anglo-American Cataloguing Rules, Part I**
- Logical Structure of the Anglo-American Cataloguing Rules, Part II**
- Functional Analysis of the MARC 21 Bibliographic and Holdings Formats**
- Other Resources** **UPDATED**
[Library of Congress, IFLA, and international projects]

1.06-1.11

Working Documents

Reports

11.00
1.03
12.00
13.00
14.00
1.04
15.00
1.05

- ALA Conference Meetings:** Agendas, etc.
Midwinter 2008, Philadelphia **NEW**
Earlier Meetings
- CC:DA Task Forces**
CC:DA's Internal and External Communication
Review of the Statement of International Cataloguing Principles
Specialist Cataloguing Manuals
Inactive Task Forces
- Other Documents**

- ALA Representative to the Joint Steering Committee**
April 2007 [DOC] | [PDF]
Earlier Reports
- LC Representative**
June 2007 [DOC] | [PDF]
Earlier Reports
- MARBI Representative**
January 2008 [preliminary] **NEW**
Earlier Reports
- Other Reports**

16.00
17.00
1.12
18.00
19.00
1.13
20.00
1.14
1.15