



**Core**

LEADERSHIP  
INFRASTRUCTURE  
FUTURES

*Metadata and Collections Section*

*Committee Chair Guidebook*

*Version: October 2023*

The purpose of this document is to help guide the Metadata and Collections Section Committee Chairs on roles, responsibilities, and expectations for themselves and their committee members. It serves as a supplement to information provided in the Core Handbook: How to Get Things Done in Core located online at:

<https://alacore.org/handbook/>.

## **Section 1: Core Organizational Structure**

Core: Leadership, Infrastructure, Futures, a Division of the American Library Association, is the national association that advances the profession of librarians and information providers in central roles of leadership and management, metadata and collections, and technology. Core members play a central role in every library, shaping the future of the profession by striking a balance between maintenance and innovation, process and progress, collaborating and leading. Our members serve in every level of responsibility for the implementation and maintenance of core services, from the practitioners who keep things running day-to-day to the innovators going in new directions to those making funding decisions, as well as the library school students who will shape the future. What do these folks have in common? They are all working to build and maintain the best spaces and services for their communities and staffs.

<https://www.ala.org/core/>

Core is governed by a Board of Directors that is elected from the membership on an annual basis. Core is comprised of several components, including Sections, Committees, and Interest Groups. Sections are networks that focus on specific areas of library work and let members tailor their experience to their areas of interest. Members can join as many sections as they like. Core has 6 Sections: Access and Equity, Buildings and Operations, Leadership and Management, Metadata and Collections, Preservation, and Technology.

Our Section is Metadata and Collections (M&C). M&C addresses and improves all aspects of acquisitions, cataloging, collections, continuing resources, metadata, preservation, reformatting, and technical services in all types of libraries. Examples of our work include, but are not limited to:

- Sharing best practices and knowledge in work areas that support collections and discovery;
- Identifying best practices for equity, diversity, and inclusion in the development and description of collections;
- Creation and input on standards and best practices for selection, acquisition, description, and access of information resources;

Our Section is led by the M&C Leadership Team which consists of seven members, which include an elected Chair, Vice Chair and Past-Chair. The M&C Leadership Team is appointed by the Chair.

Within our Section, we have eleven Committees, one Sub-Committee, and twenty-three Interest Groups

### Committees

- Leadership Team
- Acquisitions
- Cataloging: Asian and African Materials (CC:AAM)
- Cataloging: Children's and Youth Materials (CC:CYM)
- Cataloging Description and Access (CC:DA)
- Continuing Resources Cataloging
- Continuing Resources Holdings Information
- Metadata Standards
- Subject Analysis
- Subject Access Committee Subcommittee on Faceted Analysis
- Technical Services and Systems
- World Languages Acquisitions

### Interest Groups

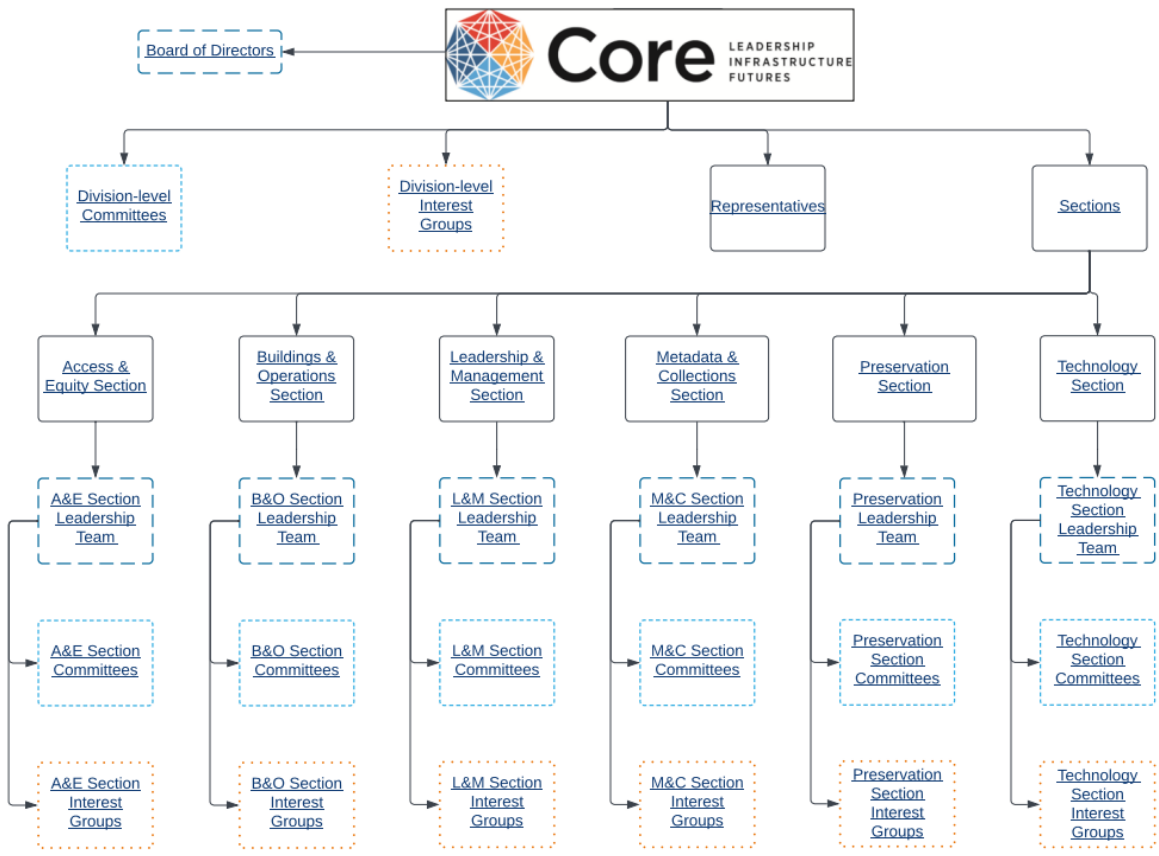
- Authority Control
- Bibliographic Conceptual Models
- Cartographic Resources Cataloging (Core/MAGIRT)
- Catalog Form and Function
- Catalog Management
- Cataloging and Classification Research
- Cataloging Norms
- Chief Collection Development Officers of Large Research Libraries
- Collection Development Issues for the Practitioner
- Collection Evaluation and Assessment
- Collection Management in Public Libraries
- Competencies and Education for a Career in Cataloging
- Copy Cataloging
- Creative Ideas in Technical Services
- Electronic Resources
- Faceted Subject Access

- MARC Formats Transition
- Metadata
- Public Libraries Technical Services
- Role of the Professional Librarian in Technical Services
- Technical Services Directors of Large Research Libraries
- Technical Services Managers in Academic Libraries
- Technical Services Workflow Efficiency

Committee Chairs and Committee Members are appointed by the M&C Leadership Team. Candidates for Chair are generally selected by the Committee from their membership. Appointments are made in one- or two-year terms and are from July 1 to June 30. A Committee may have various arrangements regarding their Chairs, depending on what the Committee prefers. They may have a single Chair, two Chairs, a Chair and a Vice Chair, or a Chair, Vice Chair, and a Past Chair. However, a Committee must have a Chair to operate. In the absence of a Chair, a Committee's activities may be suspended. Chairs should serve only one year in office. A Chair's term may be extended, but only in extraordinary circumstances. Committee members may serve no more than two consecutive two-year terms on a committee as a full member. Committee members can be appointed on an ex-officio basis if they have exceeded four consecutive years on a Committee. Appointments should be made by late April/Early May to allow members to plan to attend ALA Annual if desired. Attendance at ALA Annual and/or Core Forum is encouraged but is not mandatory.

Any member of Core may join any of the Core Interest Groups. Interest Group Chairs are generally elected from within the Interest Group membership. The Interest Group Coordination Committee manages the operation of the Interest Groups.

Organizational Chart



## **Section 2: Committee and Interest Group Purpose**

### **COMMITTEES**

#### **Leadership Team**

Charge: Manages the Core Metadata and Collections Section.

#### Deliverables

- Leadership and ongoing communication both within the section and between the section and Core leadership/other sections
- Annual plan for section content development and projects
- Appointments to section committees as needed
- Recommendations for representatives to ALA groups and/or external groups, as needed
- Reviews Core Forum proposals and makes recommendations to Core Forum Committee.

#### Expected Time Commitment

- 8-12 virtual meetings a year
- Minimum of 2 hours a month to read emails and respond to committee chairs, section members, etc.

#### Desired Skills, Knowledge, and Experience

- Interest or experience in access and equity
- Interest or experience in leadership, project management, team building and communication
- An understanding of section projects and interests, preferably through service on a section committee

#### **Acquisitions Committee**

Charge: To serve as a review and advisory committee for all matters concerning the acquisitions of resources (print, electronic and potential future formats); to act as a clearinghouse for issues of mutual concern to libraries and the information resources industry; to identify, study, and make recommendations or referrals on issues concerning the acquisition of resources in all formats; to gather, organize and disseminate information about advances in the acquisitions field; to communicate committee findings through appropriate channels; to identify and suggest formal liaison with other ALA committees.

#### Deliverables

- Ongoing communication of issues related to libraries and the continuing resources industry

- Recommendations or referrals on issues concerning the acquisition of continuing resources
- Organize and disseminate information about advances in the continuing resources acquisition field

Expected Time Commitment

- 2-4 virtual meetings a year

Desired Skills, Knowledge, and Experience

- Interest or experience in acquisitions and continuing resources
- Familiarity with other groups in this interest area

**Committee on Cataloging: Asian and African Materials (CC:AAM)**

Charge: Considers all aspects of issues in the bibliographic organization of materials issued in or dealing with Africa and Asia, with the exception of Asiatic Russia.

- Reviews the use of the various current or upcoming cataloging codes for describing materials written in non-alphabetic scripts or non-Latin scripts used in these areas and makes recommendations concerning them to the Committee on Cataloging: Description and Access (CC:DA)
- Nominates two members to the ALA-LC Romanization Tables Review Board and support participation in the review of Romanization tables of languages that are written in a non-Latin script, for use in library catalogs
- Considers topics in the bibliographic description of materials issued in these areas, especially those deriving from non-western publishing traditions, and makes recommendations concerning them to CC:DA.
- Considers issues in establishing the form of authorized access points for names of entities in these areas and makes recommendations concerning them to CC:DA.
- Considers issues in established classification systems as they relate to these areas and makes recommendations for change to the appropriate body for each classification system through the Subject Analysis Committee (SAC).
- Considers issues in subject vocabularies for materials dealing with these areas and makes recommendations for change to the bodies responsible for specific lists of subjects through SAC.
- Communicates findings to the library profession through committee reports, articles in professional journals, and any other channels that seem feasible or desirable.
- Provides programming for ALA, either virtually or in person, on topics relevant to this committee as opportunity arises.

Composition

A chair and a minimum of eight members not including interns. Must include one specialist in Africa, Middle East, East Asia, South-East Asia, South Asia and 3 generalists. Additional members are liaison to CC:DA, liaison from LC, and liaison from OCLC.

**Specialist**

Specialists represent an area studies' cataloging community by:

1. keeping the members of the area studies community informed of activities relating to descriptive and subject cataloging;
2. consulting members of the area studies community on relevant issues that come before CC:AAM;
3. contributing the specialist's knowledge and opinions, as well as that of the represented community, to CC:AAM discussions;
4. reporting cataloging activities of the area studies community to CC:AAM; and
5. participating in CC:AAM Task Forces.

### **Generalist**

Generalists provide a perspective from the non-specialist cataloging community by:

1. commenting, when appropriate, upon the implications for the general cataloging community of cataloging issues related to Asian and African materials;
2. contributing the generalist's knowledge and opinions to CC:AAM discussions; and,
3. participating in CC:AAM Task Forces.

### **Deliverables**

- Makes a continuing assessment of the state of the art and suggest the direction of change in the field of descriptive cataloging
- Reviews the use of the various ISBD's for describing materials written in non-alphabetic scripts or non-roman alphabets used in these areas and make recommendations concerning them to the Committee on Cataloging: Description and Access
- Reviews tables for Romanization of languages used in these areas that are written in a non-roman script, for use in library catalogs
- Transmits the approved tables through the official ALA liaison to the appropriate agency
- Considers problems in the bibliographic description of materials issued in these areas, especially those deriving from non-western publishing traditions, and to make recommendations concerning them to the Committee on Cataloging: Description and Access
- Considers problems in establishing the form of heading for names of persons and of corporate bodies in these areas and make recommendations concerning them to the Committee on Cataloging: Description and Access
- Considers problems in established classification systems as they relate to these areas and make recommendations for change to the appropriate body for each classification system through the Subject Analysis Committee
- Considers problems in subject headings for materials dealing with these areas and to make recommendations for change to the bodies responsible for specific lists of subject headings through the Subject Analysis Committee
- Communicates findings to the library profession through committee reports, articles in professional journals, and any other channels that seem feasible or desirable

### **Expected Time Commitment**

- Holds 3-4 virtual meetings per year

### **Desired Skills, Knowledge, and Experience**

- Interest or knowledge/experience in cataloging



- Familiarity with ALA and/or international cataloging organization

### **Committee on Cataloging: Children's and Youth Materials (CC:CYM)**

Charge: Studies and advocates for procedures and issues related to the cataloging of materials for children and youth (ages 0-18).

Examples of our work include, but are not limited to:

- Sharing best practices and knowledge in work areas that support collections and discovery;
- Identifying best practices for equity, diversity, and inclusion in the development and description of children's and youth collections;
- Creation of and input on standards and best practices for description and access of children's and youth information resources;
- Curate and create resources for programming related to the cataloging and organization of materials for children and youth

Deliverables

- Continuous assessment of children's cataloging
- Recommends solutions to issues in children's cataloging
- Keeps the profession informed by reporting committee actions promptly through appropriate communication channels

Expected Time Commitment

- Holds 3-4 virtual meetings per year

Desired Skills, Knowledge, and Experience

- Interest or knowledge/experience in cataloging

### **Committee on Cataloging: Description and Access (CC:DA)**

Charge: The body within the American Library Association responsible for developing official ALA positions on additions to and revisions to RDA: Resource Description and Access.

Composition

Consists of nine voting members (including the Chair), 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.

Deliverables

- Makes a continuing assessment of the state of the art and suggest the direction of change in the field of descriptive cataloging;
- Recommends solutions to problems relating not only to bibliographic description but also to choice and form of access points, other than subject access;

- Initiates proposals for additions to and revisions of the cataloging code currently adopted by ALA and to review proposals initiated by other groups or individuals;
- Develops official ALA positions on such proposals in consultation with other appropriate ALA units and organizations in the U.S.A.;
- Advises the ALA Representatives to the North American RDA Committee (NARDAC) regarding official ALA positions on RDA and suggests acceptable bases for negotiations;
- Develops official ALA positions on proposed international cataloging policies and standards pertaining to the committee's area of responsibility and to advise the official ALA representative; or, if there is no official ALA representative, to act as the clearinghouse within ALA for review of these policies and standards and to serve as the formal liaison between ALA and the originating organizations;
- Encourages the U.S. library and information services community to express opinions on issues under consideration through timely publication of agenda items in the community's press;
- Keeps the profession informed by reporting committee actions promptly through appropriate communication channels

#### Expected Time Commitment

- Holds 1-2 virtual meetings per year and meets in person in conjunction with ALA conferences
- Minimum of 2 hours a month to read emails and proposed revisions to RDA: Resource Description and Access

#### Desired Skills, Knowledge, and Experience

- Extensive knowledge/experience in cataloging
- Familiarity with ALA and/or international cataloging organization

### **Continuing Resources Cataloging Committee**

Charge: Manages within Core all issues related to the cataloging of continuing resources in all formats; liaises with other ALA units and relevant outside agencies with similar interests as appropriate.

#### Deliverables

- Identify, discuss, and propose solutions to problems related to the cataloging and metadata of continuing resources.
- Recommendations to the committee on cataloging: description and access (CC:DA), MAC (MARC Advisory Committee), and other appropriate bodies on cataloging rules, communication formats, standards, and similar matters, related to the cataloging of continuing resources.
- The exchange of information among the committee, the Library of Congress, the CONSER program, CC:DA, MAC, and the continuing resources cataloging community.

#### Expected Time Commitment

- 2-4 virtual meetings a year

#### Desired Skills, Knowledge, and Experience

- Interest or experience in cataloging and continuing resources

- Familiarity with other groups in this interest area

### **Continuing Resources Holdings Information Committee**

Charge: Manages within Core all issues related to holdings information for all formats, with special attention to standards, use, and functionality in the exchange and use of holdings information in and among systems; liaises with other ALA units and relevant outside agencies with similar interests as appropriate.

#### Deliverables

- Resources on the application of holdings information wherever it appears, including in local catalogs, group catalogs, union catalogs, and knowledge bases

#### Expected Time Commitment

- 2-4 virtual meetings a year

#### Desired Skills, Knowledge, and Experience

- Interest or experience in holdings information and continuing resources
- Familiarity with other groups in this interest area

### **Metadata Standards Committee**

Charge: Provides input on the process of creating and revising information-related standards and related best practices and guidelines, including input on ISO and NISO technical standards.

#### Deliverables

- Recommendations for NISO practices
- Education on developing and revised standards, best practices or guidelines, and their application
- Communication with organizations that create and maintain relevant standards, practices or guidelines

#### Expected Time Commitment

- 2-4 virtual meetings a year

#### Desired Skills, Knowledge, and Experience

- Interest or experience in metadata standards
- Familiarity with other groups in this interest area

### **Subject Analysis Committee**

Charge: Studies problems and recommends patterns, methods, and tools for optimizing subject and genre/form access to information resources, with an emphasis on classification and controlled vocabularies used to organize information. Provides a liaison to and invites the participation of liaisons from Core, ALA, and non-ALA organizations that have an interest in the topics studied by the committee.

#### Subcommittees & Task Forces

- Subcommittee on Faceted Vocabularies

#### Policy on Eligibility of SAC Representatives

In addition to voting members appointed to the Subject Analysis Committee (SAC), membership includes a number of non-voting representatives appointed

by various bodies that are invited to have representation on SAC and to aid SAC in the furtherance of its charge to study problems and recommend improvements in patterns, methods, and tools (particularly classification and subject heading systems) for the subject analysis, organization, and retrieval of information resources, and to provide liaison for those areas of interest between Core and other ALA and non-ALA organizations that have an interest in and concern for these activities.

Representation on the Subject Analysis Committee is invited from:

Organizations engaged in the production and maintenance of standards

These organizations are responsible for the production and maintenance of subject heading or classification systems. They provide SAC with updates related to their particular schemes and provide expertise in them. They must be able to work with SAC in creating, maintaining and evaluating standards for the organization and retrieval of information. Such organizations include, but are not limited to: the American Library Association\*, the Decimal Classification Division of the Library of Congress, and OCLC (for the Dewey Decimal Classification); the H.W. Wilson Company (for the Sears List of Subject Headings); the Cataloging Policy and Support Office of the Library of Congress (for Library of Congress Classification and Library of Congress Subject Headings); and the International Federation of Library Associations and Institutions (IFLA).

Organizations dedicated to the organization of a specific branch of knowledge

These organizations represent those involved in metadata development, production, maintenance and/or promotion in special subject areas and advise SAC as to the developments and problem areas within their specific information environments. The represented organization must be able to work with SAC in creating, maintaining and evaluating standards for the organization and retrieval of information. Examples of special interest organizations include, but are not limited to, The American Association of Law Libraries, The Music Library Association, and The Art Libraries Society of North America.

Each represented body or organization must have a specific charge related to cataloging or have at least one formal cataloging-related unit that can provide feedback, advice, and broad input (usually through the representative) to SAC discussions and activities. Organizations are not eligible for representation solely based on ALA affiliation or because they have individual members with specialized professional cataloging expertise or perspectives.

An organization that does not receive an invitation to appoint a representative to SAC may request an invitation from the Core Metadata and Collections Section Leadership. To do so, the organization shall send a letter to the Section chair, copied to the SAC chair, stating the reasons for requesting an invitation. Section Leadership shall review the request, and its decision shall be communicated to the organization, the Core Executive Director, the Core president, and the SAC chair.

If the request is denied, and the organization wishes further consideration, it shall send a letter of appeal to the Core president, copied to the Metadata and Collections Section chair and the SAC chair.

\*The ALA representative to the Decimal Classification Editorial Policy Committee (EPC), a joint ALA-OCLC committee that advises OCLC on development and maintenance of the standard, reports via SAC to Core and ALA.

### **SAC Subcommittee on Faceted Vocabularies**

Charge: The Core SAC Subcommittee on Faceted Vocabularies (SSFV) facilitates the implementation and use of faceted vocabularies in library metadata. SSFV accomplishes its goals through development of best practices and training materials for catalogers/metadata creators, as well as strategies and mechanisms for retrospective application of faceted terms in legacy metadata. SSFV collaborates with other standards bodies such as the Library of Congress Policy Training and Cooperative Programs Division and the Program for Cooperative Cataloging, along with specialized communities of practice such as those focused on cataloging/metadata for music, audiovisual, law and cartographic resources. Where warranted, SSFV leads or participates in the development of new faceted vocabularies and/or the expansion/refinement of existing vocabularies, and in the development of metadata standards such as MARC 21. Lastly, SSFV is concerned with the optimization of faceted library metadata for user discovery of library resources, and seeks opportunities to lobby developers of discovery systems for improvements to search, display and indexing thereof.

### **World Languages Acquisitions Committee**

Charge: To manage within Core all issues related to the acquisitions of resources in world languages; to liaise, as appropriate, with other ALA units and relevant outside agencies with similar interests; and maintain the [Foreign Book Dealers Directory](#).

#### Deliverables

- A chair and 6 to 8 members. Language expertise is strongly preferred, but generalist acquisitions specialists may also participate.

#### Expected Time Commitment

- Hold 3-4 virtual meetings per year to check on progress for the directory and to discuss or plan for other initiatives related to assisting with the purchase of materials in languages other than English or for the purchase of materials outside of the United States. Work at least 1 hour per month to review book dealer directory information for the Foreign Book Dealers Directory.

#### Desired Skills, Knowledge, and Experience

- Makes a continuing assessment of the acquisition of materials from countries outside of the United States.
- Makes a continuing assessment of book dealers who obtain materials from countries outside of the United States and of book dealers who sell materials in languages other than English.
- Maintains the Foreign Book Dealers Directory to keep it as accurate as possible.

- Communicates findings to the library profession through committee reports, articles in professional journals, conference presentations, online forums, or any other channels that seem feasible or desirable.

## **INTEREST GROUPS**

### **Authority Control Interest Group**

Purpose: Provides a forum for discussion of a variety of issues related to authority control for online catalogs and for international sharing of authority of data.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Hold a virtual program or discussion during the year;
- Participate in Interest Group Week, which is held the first full week of March each year;
- Submit a program for consideration to be presented at the Core Exchange, Core Forum, or ALA Annual Conference;
- Hold an in-person discussion at the ALA Annual Conference.

### **Bibliographic Conceptual Models Interest Group**

Purpose: Provides a dedicated forum for the discussion of conceptual models, such as IFLA-LRM and BIBFRAME 2.0, that serve as the basis for current cataloging standards or are expected to provide a foundation for future cataloging standards in a Linked Open Data environment. Topics of special interest include: theoretical foundations of bibliographical conceptual models; the implementation of bibliographical conceptual models in information systems (especially Linked Data-based systems); extensions of current conceptual models; ontologies and conceptual models used in GLAM institutions.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Host at least one Core-wide ef-Forum on a topic of broad interest within our area of focus;
- Plan an in-person group discussion at the ALA Annual Conference;
- Submit a program for consideration to be presented at the Core Exchange, Core Forum, or ALA Annual Conference.

### **Cartographic Resources Cataloging Interest Group (Core/MAGIRT)**

Purpose: Discusses the basic issues relating to bibliographic control of maps and related materials. Discusses rules and standards covering such cataloging, as well as application of the rules and principles both in general and in response to specific problems, and various practicing options.

### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Participate in Interest Group Week, which is held the first full week of March each year;
- Plan an in-person group discussion at the ALA Annual Conference.

### **Catalog Form and Function Interest Group**

Purpose: Explores the evolving nature of the library catalog and its relationship to the fundamental mission and expanding services of libraries.

### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Host at least one Core-wide e-Forum on a topic of broad interest within our area of focus;
- Submit a program for consideration to be presented at the Core Exchange, Core Forum, or ALA Annual Conference.

### **Catalog Management Interest Group**

Purpose: Discusses the various issues involved in cataloging, classification, authority control and metadata application after the initial cataloging has been performed, including its impact on discovery. Provides a forum for exchanging information and discussing techniques, new developments, and problems with managing the data integrity of library catalogs and related discovery tools.

### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Plan an in-person discussion (not a program) at the ALA Annual Conference.

### **Cataloging and Classification Interest Group**

Purpose: Serves as a forum for sharing and discussing the latest research projects in the organization and retrieval of information.

### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Submit a program for consideration to be presented at the Core Exchange, Core Forum, or ALA Annual Conference.

### **Cataloging Norms Interest Group**

Purpose: Offers a forum for the exploration, communication, and exchange of ideas on the dynamics and evolution of cataloging/metadata norms and workflows. We encourage and seek out participation from anyone with an interest in cataloging - from public, academic, school, or special libraries - regardless of experience level or training.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Plan an in-person discussion (not a program) at the ALA Annual Conference;
- Offer an online course or webinar through Core's continuing education program;
- Submit a program for consideration to be presented at the Core Exchange, Core Forum, or ALA Annual Conference.

### **Chief Collection Development Officers of Large Research Libraries Interest Group**

Purpose: Discusses the various collection development and collection management issues of concern to large research libraries, especially issues affecting diverse collections that support a broad spectrum of instructional, research, and cultural programs. Provides a forum for the exchange of information on new developments, techniques, challenges, and opportunities in managing library collections, as well as seeking opportunities for collaboration and cooperation to increase the effectiveness and efficiencies of support for our institutions.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Hold a virtual program or discussion during the year (not as part of a conference).

### **Collection Development Issues for the Practitioner Interest Group**

Purpose: Identifies the forces of change in the development and management of collections as they affect the individual selector and the selector's ability to address and manage these changes. Presents forums and programs, designs guidelines, identifies resources, and collects and disseminates information.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Plan an in-person discussion (not a program) at the ALA Annual Conference;
- Submit a program for consideration to be presented at the Core Exchange, Core Forum, or ALA Annual Conference.



### **Collection Evaluation and Assessment Interest Group**

Purpose: Dedicated to quantitative measures based on commonly defined data; managing information resources and developing institutional benchmarking; explores, develops, and promotes the use of both descriptive data and outcomes/impacts data.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Hold a virtual program or discussion during the year;
- Participate in Interest Group Week, which is held the first full week of March each year;
- Host regular, informal coffee talks to facilitate networking among members.

### **Collection Management in Public Libraries Interest Group**

Purpose: Provides a discussion forum for librarians and others whose interests include selection, collection development, and collection management in public libraries of all sizes.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Plan an in-person discussion (not a program) at the ALA Annual Conference.

### **Competencies and Education for a Career in Cataloging Interest Group**

Purpose: Discusses the current state of education and employment in cataloging and explores the relationship of cataloging practitioners and employers with library educators.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Plan an in-person discussion (not a program) at the ALA Annual Conference.

### **Copy Cataloging Interest Group**

Purpose: Discusses informally common problems concerning copy cataloging, including discussions on quality control of copy cataloging units, workflows in copy cataloging, copy cataloging of all kinds of materials (monographs, serials, audiovisuals, etc.), staffing needs in copy cataloging, training of copy cataloging, effects of changes in cataloging standards, and technology on copy cataloging.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Host at least one Core-wide e-forum on a topic of broad interest within our area of focus.

### **Creative Ideas in Technical Services Interest Group**

Purpose: Provides a forum for discussion of issues within the field of technical services which are relevant to library staff at all levels, particularly those issues relating to the evolution of technical services as it affects and is affected by technology and greater inter-dependency among all library departments.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Plan an in-person discussion (not a program) at the ALA Annual Conference.

### **Electronic Resources Interest Group**

Purpose: Provides a forum for the exchange of ideas among those persons working with or interested in electronic resources; promotes the acquisition and access of electronic resources collections; strengthens communication and cooperation among persons working with electronic resources collections; addresses issues related to collection management and development of electronic resources, their funding, and selection; and contributes to the improvement of education and training of electronic resource archivists and librarians.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Plan an in-person discussion (not a program) at the ALA Annual Conference.

### **Faceted Subject Access Interest Group**

Purpose: Discusses the theory and applications related to subject terminology intended for faceted application, including FAST (Faceted Application of Subject Terminology), AAT (Art and Architecture Thesaurus), LCGFT (Library of Congress Genre/Form terms), and others. Serves as a forum for users and others interested in the faceted approach to subject access to compare notes and discuss further developments and implementation of subject faceting for digital projects and related topics.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Host at least one Core-wide eforum on a topic of broad interest within our area of focus;

- Submit a program for consideration to be presented at the Core Exchange, Core Forum, or ALA Annual Conference.

### **MARC Formats Transition Interest Group**

Purpose: Provides a forum to educate the library community about ongoing efforts to transition from the MARC Standard for bibliographic data and examines new approaches and strategies for implementing bibliographic data models within the framework of linked open data and semantic web technology.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Participate in Interest Group Week, which is held the first full week of March each year.

### **Metadata Interest Group**

Purpose: Provides a broad framework for information exchange on current research developments, tools, and activities affecting networked information resources and metadata; coordinates and actively participates in the development and review of standards concerning networked resources and metadata in conjunction with the divisions' committees and sections, other units within ALA, and relevant outside agencies; and develops programs and fosters and sponsors education and training opportunities that contribute to and enhance an understanding of networked resources and metadata, their identity, content, technology, access, control, and use; and plans and monitors activities using Core's strategic and tactical plan as a framework.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Host at least one Core-wide ef-Forum on a topic of broad interest within our area of focus;
- Plan an in-person group discussion at the ALA Annual Conference.

### **Public Libraries Technical Services Interest Group**

Purpose: Provides a forum for the discussion of technical services issues in public libraries, particularly those unique to public library operations, with the aim to encourage discussion of all aspects of technical services activities and to include all levels of technical services staff within public libraries.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;

- Host at least one Core-wide ef-Forum on a topic of broad interest within our area of focus;
- Plan an in-person discussion (not a program) at the ALA Annual Conference;
- Hold a virtual program or discussion during the year (not as part of a conference).

### **Role of the Professional Librarian in Technical Services Interest Group**

Purpose: Provides a forum to discuss common issues surrounding the role of professional librarians in technical services and professional activities such as training, project management, research, assessment, supervision, or hiring in the technical services area of academic research libraries.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Host at least one Core-wide ef-Forum on a topic of broad interest within our area of focus;
- Submit a program for consideration to be presented at the Core Exchange, Core Forum, or ALA Annual Conference.

### **Technical Services Directors of Large Research Libraries Interest Group**

Purpose: Informally discusses issues and opportunities within the field of technical services which are common to the administration of large research libraries. Technical Services is broadly defined, as traditional technical services work is increasingly distributed across library systems.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Hold a virtual program or discussion during the year (not as part of a conference).

### **Technical Services Managers in Academic Libraries Interest Group**

Purpose: Meets and discusses informally problems within the field of technical services which are common to the administration of small- to medium-sized academic and research libraries.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Hold a virtual program or discussion during the year;
- Participate in Interest Group Week, which is held the first full week of March each year;

- Plan an in-person discussion at the ALA Annual Conference.

### **Technical Services Workflow Efficiency Interest Group**

Purpose: Provides a forum to discuss and analyze techniques, new developments, problems, and technological advances in the workflows associated with the evaluation, selection, acquisition, and discovery of library materials and resources.

#### Activities

The group's conveners have committed to providing the following activities throughout the year:

- Facilitate year-round discussion in the ALA Connect group;
- Participate in Interest Group Week, which is held the first full week of March each year;
- Plan an in-person discussion at the ALA Annual Conference.

## **Section 3: M&C Committee and Interest Group Chair Expectations**

### **A. Volunteer Management**

**Leadership Team:** The Leadership Team is responsible for appointing all committee volunteers. Volunteers should submit interest through the Volunteer Form. All Committees will be assigned a member of the Leadership Team as a liaison who will manage its appointments in the Committee Volunteer Admin System. This liaison will review volunteer submissions, alert committee chairs of possible members, and then appoint the volunteers that the committees would like accepted. Committee Chairs are also appointed through this system. The Leadership Team will maintain the M&C Roster.

**Committee Chairs:** Committee chairs will communicate volunteer needs with the Leadership Team. Committee chairs will vet volunteers for their committee and communicate with the Leadership Team member that represents the committee. Committees should be large enough to ensure a diverse representation of Core members can participate. A balance of factors should include but are not limited to: experience level in the profession, race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, or other group status. The ideal size of a committee will vary between committees, but, in general should be between 6-12 members including Chairs.

**Interest Groups:** Each Interest Group should have a minimum of one Chair. Ideally, an Interest Group will have an additional 1-2 members not including the Chair (total of 2-3).

### **B. Communication and Meetings**

**Leadership Team:** The Leadership Team should meet at least eight times per year; more frequent meetings may be required, if needed, to complete planned work. Traditionally, the Leadership Team plans and leads the M&C Committee Chairs meetings virtually throughout the year, as well as holding a meeting at ALA Annual for all M&C Committee and Interest Group members. Attendance at ALA Annual is encouraged but not mandatory. In addition, Leadership Team members should send at least one member to any Section Leader meetings that are held, as well as attend Core Board meetings, when invited to do so. Participation in Core Forum is highly encouraged. The Leadership Team is responsible for keeping M&C Chairs informed of key Core happenings and information. The Leadership Team will meet with Core Chairs approximately quarterly.

**Committee Meetings:** Committees should meet at least four times per year; more frequency may be required if needed to complete planned work. M&C Chairs are

responsible for keeping their committee/interest group members informed of key Core happenings and information. Traditionally, the M&C Committee Chairs and Committee Members have met at ALA Annual. It is encouraged to attend but not mandatory. Meeting agendas, minutes, proposal submissions, presentations, etc. should be created, shared, and saved in your Committee's ALA Connect files folder.

If you do not have access to your Committee or Interest Groups folder, please contact the Leadership Team.

**Interest Group Planning Meetings:** Interest Groups should meet as needed to plan and implement the work/activities of the group. Meeting agendas, minutes, proposal submissions, presentations, etc. should be created, shared, and saved in your Interest Group's ALA Connect files folder.

**Reports:** Core staff will notify Committee and Interest Group Chairs when reports are required to be submitted. Traditionally, reports are completed twice per year and due in December and May. These reports are required.

**ALA Connect:** ALA Connect is a website that serves as a message board for Core. Each Section has its own page. Please create an account and learn to use ALA Connect. It is the main communication tool from ALA/Core to its members. It is located at: <https://connect.ala.org/core/home> . A tutorial for how to use ALA Connect is available [here](#).

## **C. Program Management**

If your committee has a deliverable to plan and implement, such as in-person and/or virtual programming, please review the following:

**ALA Annual:** Please consider submitting a program for ALA Annual. This may be a pre-conference, poster session or regular session. Please ensure a variety of topics and presenters are included in your submissions. Speakers should not be limited to committee members.

**Core Forum:** Please consider submitting a session for Core Forum. Speakers should not be limited to committee members. This may be a pre-conference, poster session or regular session. .

**Webinars:** Please submit webinars for consideration as a Core webinar offering. Up to three speakers per selected webinar will receive a stipend of \$150.

**Other Divisions:** If time allows, or your committee is interested in submitting to other ALA Divisions conferences and webinars, you are encouraged to do so. Example: Collection Management in Public Libraries may want to submit to present at PLA Annual

### **Annual Checklist by Month for Committees**

(suggested, you may adjust as you see fit)

#### **July**

- Plan annual committee goals
- Schedule virtual meetings for the year
- Update committee members that could not attend Annual via Email or Virtual Meeting
- Begin brainstorming programming ideas for ALA Annual, Webinars, and Core Forum

#### **August**

- Finalize proposal ideas for ALA Annual
- Hold meeting (virtual or email)
- Recruit new committee members if needed

#### **September**

- Submit proposals for ALA Annual

#### **October**

- Attend Core Forum (optional but encouraged)

#### **November**

- Update committee members that could not attend Core Forum via Email or Virtual Meeting

#### **December**

- Typically, notifications for accept/decline of ALA Annual proposals are sent in December. Based on this information determine if any proposals that are declined for Annual should carry forward for Core Forum or Webinar consideration. For Webinar proposals, submit them in January. For Core Forum proposals, submit them in May.



- Finalize Webinar ideas
- Complete December Report

### **January**

- Submit Webinar proposals

### **February**

- Review annual goals and assess progress

### **March**

- Hold meeting (virtual or email)

### **April**

- Finalize proposal ideas for Core Forum

### **May**

- Submit proposals for Core Forum
- Select Committee Co-Chairs for next term and inform B&O Leadership
- Complete May Report

### **June**

- Attend ALA Annual (optional but encouraged)
- Plan in person committee meeting at Annual (optional but encouraged)