Preservation, Acquisitions and Cataloging & Metadata Committee

The Preservation, Acquisitions and Cataloging & Metadata Committee (PACC) is responsible for the overall design and coordination of inter-departmental activities, products, and services that we provide in support of Library services. PACC examines and improves work processes in Acquisitions Services, Cataloging & Metadata Services, and Preservation Services to best meet library goals and needs. PACC will discuss plans and identify priorities that cross the three departments. The goal of the group is to provide a forum for sharing timely information about each department, to discuss changes and innovations to work processes and procedures, to implement those changes, to coordinate work processes that involve multiple areas within these departments, and to identify future needs and innovations. The group reports jointly to the three department heads: Acquisitions, Cataloging & Metadata and Preservation.

Significant past accomplishments:

1. Documentation completed for exceptional "rush" processing workflows.
2. Transitioned from Collection Services Management Group to Preservation, Acquisitions and Cataloging & Metadata Committee, with new leadership structure, to reflect library administrative changes.
3. To promote communication with library staff about PACC activities, created a PACC wiki (with a link to the closed CSMG wiki) and posted all minutes, agenda-building spreadsheets, and working documents there.
4. Updated "purpose" statement for Collection Services Round Table (which reports to PACC).
5. Barcoding Group investigated groups of materials that are not routinely barcoded upon receipt and made recommendations for changes which were implemented.
6. Holdings Data Standardization:
   - Holdings Standards Implementation: Task Force completed work in October 2006. They created documentation and completed a training program for all staff who catalog, resulting in full implementation of MARC21 standard for holdings data for both monographic and serial materials issued in multiple parts.
   - Retrospective conversion of summary item record "library has" data to MARC holdings records: TF appointed and work underway.
7. Investigations into sharing holdings data with WorldCat: TF appointed and investigations begun.
8. Desk Copies - Procedures and documentation written for processing desk copies for library staff.
9. Defined new procedures for deleting records from Millennium and WorldCat.
10. Labels Processing Working Group appointed to investigate alternatives for producing spine labels to improve quality and streamline workflows.
11. Shared information about the redefinition of "serials" to "continuing resources" in the cataloging community, and discussed implications for various statistics-gathering practices.
12. Provided feedback to the Library Self-Study Steering Group.
13. FY08 department goals: information sharing and discussion.
14. Appointed a Documentation Task Force to compare and discuss how each department puts work documentation up on the web, and to make recommendations to adopt similar formats, practices and audience restrictions for shared documentation. Work continues.
15. Workflow reviews (information sharing):
   - Priority processing
   - Approval plans
   - Electronic Resources and Serials Solutions
   - Brittle book procedures
   - Preservation Services' use of the circulation system
   - Authority Control and LTI

Future issues:

1. Developing and maintaining skills for all of the staff in the three departments.
2. Development of efficient and effective collaborative workspaces, including "virtual" workspaces, and development/ upgrade of tools and equipment.
3. Many PACC projects take a long time to complete because of staffing constraints and overextended staff.
4. PACC's primary task is to maintain open communication between the three departments, to develop efficient workflows, and to increase understanding of work processes through the collection services processing stream.

Membership for 2006-2007

Acquisitions: Carol Magenau, Judy Maynes, Julie McIntyre, Kathy Walker
Cataloging and Metadata: Barb Bushor, John DeSantis, Bill Ghezzi, Stina McCarthy, Mina Rakhra, Cecilia Tittemore
Preservation: Maxine Cameron, Barb Sagraves