I. Charge
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.

II. Summary of activities
A. Information sharing and reporting
   2. Final report on the time test for “going to shelf” benchmarks.
   3. Provided guidance to Collection Services Round Table.
   4. Information sharing: annual computer equipment orders and hardware/software upgrade planning.
   6. Reports from ALA Midwinter, Annual, and from Innovative Users Group meetings.
   7. Demonstration of Coutts’ OASIS system, from the bibliographer’s and the Acquisitions staff member’s point of view.
   8. Information sharing about the conversion of departmental web pages to Omni Update as a consequence of the library web redesign.
   9. Resources for training and development: web-based and other training resources and how to take advantage of them.
  10. Overview of library digitization projects.

B. Design and implementation of work processes
   1. Integrating resources: changes to in-house statistics-gathering practices to reflect changes in how “serials” are defined and described.
   2. Labels Processing Working Group report: recommended alternative workflows for creating spine labels, and printer hardware and label materials.
   3. Provided information to Library Management Services regarding barcode labels and requirements for any new barcode labels ordered in the future.
   4. Deletes group report: design of new procedures for deleting bibliographic records from Millennium and OCLC.
   5. Input into library discussion for D2I needs assessment, with a special emphasis on shared documentation and collaborative authoring spaces.
   6. Review and revision of workflows for replacements in support of the missing/lost clean-up project.
   7. Discussion of handling archival files for purchased digital products.
   8. Implemented an experimental Google Docs account because we have no other method available to share documents in progress. Part of an ongoing discussion about co-creating and sharing documentation amongst the three departments.

III. Future directions
   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. Continued discussion of Omni Update applications and support. Continued discussion for best practices for publishing and maintaining documentation shared by the three departments.
   3. Many PACC projects take a long time to complete because of staffing constraints and overextended staff.
   4. Planning and workflow discussions for shelf-reading processing for Coutts books.

IV. Membership for 2007-2008
Acquisitions: Carol Magenau, Judy Maynes, Julie McEntyre, Kathy Walker
Cataloging and Metadata: Barb Bushor, John DeSantis, Bill Ghezzi, Stina McCarthy, Mina Rakhra, Cecilia Tittemore
Preservation: Maxine Cameron, Barb Sagraves