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
1. Provided guidance to Collection Services Round Table.
2. Reports from ALA Midwinter, Annual, Innovative Users Group, the Charleston Conference, and NASIG.
3. Acquisitions Services Document: Accompanying Materials Received with Print Serials: reviewed and clarified.
4. Core Elements for Shelf Ready Processing and a list of exceptional processing practices were identified and reviewed with Coutts to develop pricing models for these services. Still awaiting Coutts pricing document.
5. Reviewed and updated item record creation documentation.
6. Delivered a report to Library Administration on website maintenance challenges and outstanding issues.
7. Discussion of PACC website: contents and maintenance.
8. Winter Break: prepared for coverage during this extended break.
9. Provided feedback to the Storage Planning Group about processing implications of various storage scenarios.
11. Dartmouth College Historic Film: update on preservation and access project.
13. Coutts implementation: ongoing review of the implementation.
14. OCLC Reclamation project: ongoing reporting
15. Reduction in standing orders: discussed workflow implications

B. Design and implementation of work processes
1. FastCat workflow changes: implemented the move of fastcat-on-receipt from Acquisitions Services to Cataloging and Metadata Services on November 1st.
2. Retrospective conversion of summary item records to MARC21 Holdings format: created implementation subgroup.
3. Produced “Follow the Book” for the Dartmouth College Library Inspire staff workshop. The video recorded the workflow for ordering, cataloging, and making shelf ready a typical book selected for the Library. Assessed the effectiveness of the video following the conference.
4. Updated procedures for Rush processing for materials ordered by one library but requested for use by another.
5. Reviewed exceptional shelf ready treatments and identified treatments that could be eliminated.
6. Copy 2 processing review.

III. Future directions
1. Develop and maintain skills for all of the staff in the three departments.
2. Develop efficient and effective collaborative workspaces, including "virtual" workspaces, and development/upgrade of tools and equipment. Continue discussion of Omni Update applications and support. Continue discussion for best practices for publishing and maintaining documentation shared by the three departments.
3. Continue refining workflow designs for new materials processing, anticipating future needs and opportunities.
4. Identify an operation and complete an assessment exercise using tools and guidance from the Library Assessment Committee.
5. Design a mechanism to respond to Innovative/Millennium beta test invitations, software upgrade releases, and IUG enhancement ballots.
6. Continue to foster open communication on processing issues and their impact on library users.

IV. Membership for 2008-09
Acquisitions: Carol Magenau (retired midyear), 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