

## **Preservation, Acquisitions, and Cataloging/Metadata Committee Annual Report 2014**

**Statement of Purpose:** 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. Reports jointly to the three department heads: Acquisitions, Cataloging & Metadata and Preservation.

**Roster:** Lynn Amber, Barbara Bushor, John DeSantis, James Fein, William Ghezzi, Brian Markee, Judy Maynes, Christina McCarthy, Julie McIntyre, Joseph Montibello, Jennifer Mullins, Maninder Rakhra, Barb Sagraves, Cecilia Tittmore, Kathleen Walker. James Fein and Jennifer Mullins joined the group during the year. David Sturges was added to PACC email lists and work spaces.

### **Activities in Fiscal Year 2013:**

- **The subgroup on Shared Print Archives Metadata** created a recommendation for metadata to be stored in the Action Note in the bibliographic record to hold retention, discard, and other “action” decisions relevant to collection management in a shared print archives environment. The recommendations were informed by, and consistent with, CRL Print Archives Preservation Registry (PAPR) guidelines and OCLC guidelines. The recommendations are being used to develop a metadata model for the Brown/Dartmouth shared print agreement. Another subgroup developed a method to use the ICODE1 in the Millennium item record to store decision data on the volume level for future actions, i.e. discards, transfers, or other collection management considerations. This creates an opportunity for bibliographers to store decision data at any time, and for Collections Services staff to be able to gather records together for batch processing at a future date as determined by the project plan. PACC discussed specific implementation plans for recording these metadata.
- **The subgroup on “next steps” following the Next Generation Library Systems Report**, upon request by LMG, recommended implementation of the Innovative Interfaces Sierra product, (conversion of the Millennium database into a relational database structure, using an open source format (PostgreSQL)). This recommendation was accepted and will lead to a Sierra conversion and implementation project in the first half of FY15.
- **The subgroup on the Reserves and Materials on Demand Workflows** reviewed these processes together and created a procurement process for Baker-Berry reserves materials that shares some features with the MOD workflow: a separate fund, an expedited processing flow direct to the reserves desk, and full cataloging after the item is no longer in use. The pilot process was successfully reviewed and modified after Fall Term.
- **Paper Journal Discards:** created a workflow to add metadata for JStor discards from spreadsheets into Millennium records so that these data could support other collection management activities.
- **Open Access Policy/RIMS:** Prepared for Ellen Finnie Duranceau's session on staffing and workflows for OA Policy implementation at MIT.
- **Commercial Binding:** PACC decided to create a subgroup to develop a plan for commercial binding of serials. Criteria for binding will ideally be in alignment with criteria for retention in a future shared print environment.
- **Information-sharing** discussion topics included
  - the Shelf Locator System for the Dartmouth Depository Library,
  - the Digital Bookplate feature in the WebOPAC,
  - the OCLC governance structure,
  - new fields from *Resource Description and Access* in Millennium/WebOPAC
  - FAST subject headings,
  - OCLC WorldShare migration problems at Plymouth State,
  - Brown shared print meeting in Providence,
  - Borrow Direct Engineering E-Book project,
  - Research Information Management and the Open Access Policy,
  - reports from recent conferences attended (ALA, IUG, Charleston).