

## Cataloging and Metadata Common Knowledge Group Charter

### 1. Summary and Scope of Work

This CKG is a standing group of experts and pioneers in the area of cataloging and metadata. This CKG communicates with and provides support to the UC Libraries Advisory Structure but does not make systemwide policy decisions, manage projects or project teams, or oversee ongoing services.

The cataloging and metadata CKG will discuss, research and collaborate with group members and other cataloging and metadata practitioners throughout the UC system to help ensure common practices and effective outcomes for cataloging and metadata operations. The CKG will build up a common knowledge base on cataloging and metadata issues and seeks to develop additional experts.

### 2. Key Expectations

This CKG will:

- Gather and share information about the environment, opportunities, new technologies, best practices, and local campus developments within a defined knowledge area.
- Provide input and information to other UC Libraries groups as requested.
- Conceive and advance innovative ideas and improvements relevant to the UC Libraries' Systemwide Plan and Priorities.
- Develop initial analysis and recommendations for common cataloging and metadata policies for the UC Libraries.
- Identify cataloging and metadata training needs and propose shared solutions.

### 3. Membership and Terms of Appointment

Current members include:

Armanda Barone (UCB)  
Marcia Barrett (UCSC)  
Sharon Benamou (UCLA)  
Valerie Bross (UCLA)  
Jim Dooley (UCM)  
Belinda Egan (UCSC)  
Vicki Grahame (UCI)  
Yi-Yen Hayford (UCSC)  
Claudia Horning (UCLA)  
Margaret Hughes (UCSF)  
Rachel Jaffe (UCSC)  
Dana Jemison (CDL)  
Michael Kim (UCSB)  
Yoko Kudo (UCR)  
Xiaoli Li (UCD)  
Bea Mallek (UCSF)  
John Riemer (UCLA)

Nina Schneider (UCLA)  
Aislinn Sotelo (UCSD)  
Adolfo Tarango (UCSD)

The chair shall serve for a two-year term beginning in July of alternate years. The office rotates between campuses in alphabetical order by campus name.

The membership of the CKG remains open and if an interested UC libraries staff member would like to join, s/he can obtain supervisor approval and contact the current chair.

#### 4. Communication and Meetings

This CKG's communication responsibilities are to:

- Maintain an email list for use by the CKG; CKGs with open membership will maintain lists open to all interested UC Libraries staff.
- Post and maintain a historical record of meeting minutes and reports, accessible to all interested UC Libraries staff.

This CKG will communicate regularly through these forums:

- Listserv: [cmckg@lists.ucla.edu](mailto:cmckg@lists.ucla.edu)
- Wiki:  
<https://wiki.library.ucsf.edu/display/UCLCKG/Cataloging+and+Metadata+Interest+Group+CKG>