

CATALOGING AND METADATA COMMON INTEREST GROUP

PURPOSE & CHARGE

The Cataloging And Metadata Common Interest Group (CAMCIG) will advise and assist the Heads of Technical Services (HOTS) wherever necessary to ensure the most effective outcomes regarding planning and processing in UC Libraries cataloging and metadata services. Reporting regularly to HOTS, the Group will advise HOTS on the need for system-wide discussion, communication and coordination on particular issues. The Group will research and make recommendations on the development of cataloging and metadata services that ensure effective and timely access to collections in all formats. Where appropriate, CAMCIG may serve as a resource on cataloging and metadata issues for other system-wide groups.

KEY RESPONSIBILITIES

- Develop and recommend shared cataloging and metadata policies and practices for the University of California Libraries.
- Collaborate on developing and/or implementing new strategies for managing the technical services aspects of cooperative or shared collection initiatives in consultation with the Shared Cataloging Program Advisory Committee (SCPAC).
- Inform and advise HOTS of issues of importance to cataloging and metadata units.
- Assist HOTS in researching, recommending, planning and implementing appropriate new tools or technologies which could be of benefit either centrally or locally.
- Assist HOTS as necessary in meeting goals and timelines assigned by SOPAG and the U.L.s.
- Identify and consider all UC campuses' interests and preferences by communicating on issues and soliciting input as appropriate.
- Identify training needs and propose beneficial workshops, etc.
- In support of continuous improvement, monitor relevant literature and advocate for action as warranted.
- Serve as a resource on cataloging and metadata issues for other U.C. groups.
- Prepare reports for HOTS as requested.

COMMUNICATION AND REPORTING

The CAMCIG reports to HOTS who may refer broad-based issues to SOPAG and/or to other all campus groups as appropriate. Where appropriate, the Group will be responsible for communicating with and soliciting input from cataloging and metadata staff system wide and will regularly consult with the SCPAC regarding shared cataloging issues.

Issues, decisions and recommendations will be documented and made available to HOTS as and when appropriate. A report summarizing CAMCIG's activities and progress in meeting their goals and objectives will be submitted to HOTS annually. CAMCIG shall usually meet virtually (e.g. by listserv, by web or telephone conference) as deemed necessary and may meet once a year in person.

RECOMMENDATION/ DECISION PROCESS

The CAMCIG, having researched issues and solicited appropriate input, makes routine decisions for local use. Recommendations on broad policy issues or major product implementations shall be submitted to HOTS. Issues that are determined to be outside the scope of the CAMCIG and HOTS will be referred by HOTS to the appropriate group(s) for discussion and resolution.

TIMETABLE

Ongoing.

MEMBERSHIP & TERMS OF APPOINTMENT:

The CAMCIG will have one representative from each campus. The individual in charge of the primary cataloging or metadata creation process on each campus is anticipated to be a member unless they request representation by another departmental member. The name of each campus representative should be submitted to that campus' SOPAG member for approval. The Chair will rotate between the 10 campuses in alphabetical order by campus initials and will normally serve for 2 years.

CAMCIG will also include the administrative leader from the Shared Cataloging Program (SCP) and a liaison from HOTS. Representatives from the California Digital Library (CDL) and from the Regional Library Facilities (RLFs) will monitor the CAMCIG email list and may participate in CAMCIG's work when needed.

MEMBERSHIP ROSTER

Please see the link on the CAMCIG Home Page.