

SHARED CATALOGING PROGRAM ADVISORY COMMITTEE

PURPOSE & CHARGE

The Shared Cataloging Program (SCP) Advisory Committee will advise and assist the SCP wherever necessary to ensure the most effective outcomes regarding planning for, implementation and maintenance of shared cataloging records for shared collections in any format. Reporting regularly to the Heads of Technical Services (HOTS), the Committee will advise the SCP on the need for system-wide discussion and communication on particular issues and will work with the SCP to utilize the established network of campus cataloging liaisons for this purpose. Having received appropriate input, the Committee will make recommendations on the development of cataloging policies and practices which observe international standards and which assist in ensuring effective and timely creation of SCP bibliographic records and policies.

KEY RESPONSIBILITIES FOR THE COMMITTEE

- Advise and assist the SCP with needed policies and procedures in its researching, planning and implementing of SCP records.
- Assist the SCP as necessary in meeting goals and timelines assigned by CDC and/or HOTS.
- Identify and consider all UC campuses' interests and preferences by communicating on issues and soliciting input as appropriate.
- Draft cataloging guidelines for new formats or cataloging changes, integrating them into the overall guidelines for cataloging.
- Resolve ad hoc requests for guidance from the SCP catalogers.

COMMUNICATION AND REPORTING

The SCP AC reports to HOTS who may refer broad-based issues to SOPAG and/or to other all campus groups as appropriate. The Committee is to communicate routinely with the SCP. Where appropriate, the Committee will be responsible for communicating with and soliciting input from cataloging staff system wide via the campus liaisons. Issues, decisions and recommendations will be documented and made available to HOTS and SCP as and when appropriate. In order to ensure speedy and complete communication in policy and procedural issues thus promoting prompt decision –making and implementation, the Chair of the SCP AC is an ex-officio member of HOTS and is expected to attend HOTS meetings to report on issues and activities.

RECOMMENDATION/ DECISION PROCESS

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

TIMETABLE

Ongoing.

MEMBERSHIP & TERMS OF APPOINTMENT:

The SCP AC does not necessarily have representation from all UC campuses – its membership comprises campus members with relevant expertise. The SCP shall be represented on the committee by an SCP librarian and an SCP administrator. HOTS shall review membership and call for nominations annually and any individual or department within the UC system, including SCP AC members, may submit nominations. HOTS submits the slate of names including information on candidates' relevant expertise to SOPAG for review and approval. Members and the Chair are then appointed by HOTS. Normally, the chair is to serve for 2 years and members are to serve for 2 years with possible extensions. To ensure continuity, the Past Chair will continue to serve for one year after holding office.

MEMBERSHIP ROSTER

John Riemer (UCLA) Chair
Pat French (UCD) Past Chair
Lai-Ying Hsiung (UCSC)
Elaine McCracken (UCSB)
Vicki Grahame (UCI)
Jim Dooley (UCM)
Carole McEwan (UCB)
Sharon Scott (UCR)

Ex Officio
Becky Culbertson (UCSD)
Adolfo Tarango (UCSD)

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