Special Collections 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 special collections 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 Special Collections Cataloging CKG will provide a forum for UC Special Collections catalogers to discuss and share expertise related to cataloging materials held in special collections to help ensure common cataloging practices and effective outcomes for discovery and access of special collections materials. Campus representatives will share best practices, policies, and procedures. The CKG's efforts may lead to shared or coordinated research or tools, such as recommendations for harmonization for the SILS.

   This CKG is closely associated with the following knowledge areas:
   - Cataloging and metadata.
   - Heads of Special Collections
   - Archival description

   The following knowledge areas are not directly associated with the activity of this CKG:
   - Digital repository metadata
   - Digital reformatting and preservation
   - Archival management systems

2. **Key Expectations**
   This CKG will:
   • Gather and share information about the environment, opportunities, new technologies, best practices, and local campus developments within the special collections cataloging and metadata 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 special collections cataloging and metadata policies for the UC Libraries.

3. **Membership and Terms of Appointment**

Membership is open to all interested UC Libraries staff responsible for or involved with special collections cataloging and metadata. To seek membership, interested parties must contact the CKG convener.

Current members include:

- Randy Brandt (UCB)
- Jessie Sherwood (UCB)
- Ts Ching Kaor (UCD)
- Joshua Hutchinson (UCI)
- Jane Carpenter (UCLA)
- Jasmine Jones (UCLA)
- Rebecca Marschall (UCLA)
- Nina Schneider (UCLA)
- Natalie Moller (UCR)
- Michelle Mascaro (UCSD)
- Cathleen Lu (UCSF)
- Martha McTear (UCSB)
- Belinda Egan (UCSC)
- Cathleen Lu (UCSF)

Process for Selecting Conveners:
Term length for conveners will be one year starting July 1. Appointment will rotate in alphabetical order by campus name starting with UCSD.

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:

- CKG listserv (uc-sccm-ckg@googlegroups.com)
- Wiki on UCOP site
- Monthly meetings via Zoom.