

## CCS Policy on Eligibility of CC:DA Representatives

In addition to nine voting members appointed to the CCS Committee on Cataloging: Description and Access (CC:DA), membership includes a number of non-voting representatives appointed by various bodies that are invited to have representation on CC:DA.

Representation on the Committee on Cataloging: Description and Access is invited from:

**Metadata Partners:** These partners represent organizational entities that provide unique national or international expertise to CC:DA deliberations with strong and influential interest in developing standards for resource descriptions and access. In general, each metadata partner organization should provide unique expertise. The represented organization must be able to work with CC:DA in creating and maintaining standards for resource description and access, evaluating related metadata standards, and facilitating metadata creation and use. In doing so, they either:

- Represent types of metadata partners, rather than individual organizations, which contribute to unique metadata standards development within a broad information environment (e.g., The Joint Steering Committee of AACR, National Federation of Abstracting and Information Services, Visual Resources Association, and Dublin Core Metadata Initiative); or
- Create and share metadata on a broad scale to national and international information communities and organizations (e.g., Library of Congress, Online Computer Library Center, and RLG).

**Metadata Stakeholder Organizations:** These organizations must be national in scope and be engaged in developing, evaluating, and/or promoting the use of metadata standards for resource description. In general, each stakeholder organization should provide unique expertise. The represented organization must be able to work with CC:DA in creating and maintaining standards for resource description and access, evaluating related metadata standards, and facilitating metadata creation and use. Examples of stakeholder organizations include, but are not limited to, ALA-GODORT, ALA-ALCTS-CCS-CC:AAM, ALA-ALCTS-SS-CRCC, and OLAC.

Each represented body or organization must have a specific charge related to cataloging or have at least one formal cataloging-related unit that can provide feedback, advice, and broad input (usually through the representative) to CC:DA discussions and activities. Organizations are not be eligible for representation solely based on ALA affiliation or because they have individual members with specialized professional cataloging expertise or perspectives.

An organization that does not receive an invitation to appoint a representative to CC:DA may request an invitation from the CCS Executive Committee. To do so, the organization shall send a letter to the CCS Executive Committee chair, copied to the CC:DA chair stating the reasons for requesting an invitation. The CCS Executive Committee shall review the request, and its decision shall be communicated to the organization, the ALCTS Executive Director, the ALCTS president, and the CC:DA chair.

If the request is denied, and the organization wishes further consideration, it shall send a letter of appeal to the ALCTS president, copied to the CCS Executive Committee chair, and the CC:DA chair.

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