

TO: Members of CC:DA

FROM: Mary L. Larsgaard, Chair, CC:DA

RE: CC:DA Task Force(s) on Web presence and Web publications

At the CC:DA meeting on Monday, June 23, 2003, a motion was made, seconded, and approved to form a Task Force to investigate how the Web site is used and institutionalize the position of Webmaster. Knowing that the CCS Executive Committee and then the ALCTS Publications Committee would be making a decision on the publication of 'Differences Between, Changes Within: Guidelines on When to Create a New Record,' (produced by the CC:DA Task Force on an Appendix of Major and Minor Changes) – which CC:DA had requested be published via the Web - I decided to wait on the formation of the proposed task force until CC:DA had decisions from both these groups as to the fate of 'Differences ...', since these both have to do with CC:DA's Web presence.

On November 18, I received an email from Jennifer Bowen with a directive from CCS Executive Committee to CC:DA to set up a Task Force to maintain the currency of 'Differences Between, Changes Within: Guidelines on When to Create a New Record,' (produced by the CC:DA Task Force on an Appendix of Major and Minor Changes):

The CCS Executive Committee ... directs CCDA to appoint a task force to monitor and maintain the content of the document.

This was followed by a motion passed December 5:

The Publications Committee moves that 'Differences Between, Changes Within: Guidelines on When to Create a New Record,' (produced by the CC:DA Task Force on an Appendix of Major and Minor Changes) be published on the ALCTS Web site for members only and 2) as a print title for sale through the ALCTS office.

This means that CC:DA will very soon have a Web publication and will need to keep it current with changes in AACR as those changes occur. And, as per the specific request of the CCS Executive Board, CC:DA will need to have this work done by a task force.

My discussion topic for CC:DA is, should these be one task force or two?

### **Option 1.**

Have one CC:DA group work on CC:DA's Web presence, by forming one Task Force, with a working life of 18-24 months, which would deal with: (1) investigating how the CC:DA Web site is used; (2) institutionalizing the position of Webmaster and (3) maintaining the content of 'Differences ...' Membership would be composed of:

- ✓ CC:DA Webmaster
- ✓ Chair of CC:DA
- ✓ 2-3 other members of CC:DA
- ✓ Cynthia Whitacre, who has kindly agreed to assist in maintenance of ‘Differences ...’ (with the understanding that CC:DA may call in other catalogers as needed, to keep the document current)

At the end of this TF's life, the decision would be made as to whether a standing committee is needed for maintaining the CC:DA Website and for maintaining Web publications.

**Option 2.**

Form two TFs, one for maintaining ‘Differences ...’, and one for working on investigating how the Web site is used and on institutionalizing the position of Webmaster. The TF on maintaining ‘Differences ...’ would be composed of a maximum of 4 persons, to include one voting member of CC:DA (as chair), Cynthia Whitacre (who as noted before has volunteered to serve on this TF); an 18- to 24-month life is proposed, at the end of which the decision would be made as to whether a standing committee would be needed for maintaining Web publications. The TF on CC:DA’s Web presence would be composed of CC:DA’s Webmaster, the chair of CC:DA, and 2-3 other CC:DA members; a 12-month life is proposed, at the end of which a decision would be made as to whether a standing committee is needed for maintaining the CC:DA Website.

Mary