

January 11, 2005

To: ALA Committee on Cataloging: Description and Access

From: Jennifer Bowen, ALA Representative to the Joint Steering Committee

Subject: Guidelines for In-House distribution of drafts of AACR3 by CC:DA members and liaisons

In response to Kevin Randall's query about whether he, as a liaison to CC:DA, could distribute copies of the draft of Part 1 of AACR3 to colleagues within his own institution, I requested that Sally Strutt, JSC Chair, ask the Committee of Principals for permission for this expanded distribution of the Draft. As a part of this request, I outlined some possible guidelines that CC:DA members and liaisons could use for this additional distribution.

The Committee of Principals has now informed Sally that they approve of this additional distribution, according to the guidelines that I drafted, which appear below. CC:DA members and liaisons should now feel free to distribute the draft of Part 1 to colleagues at their own institution, according to the guidelines below. Please let me know if you have additional questions about what constitutes approved distribution of the Draft of Part 1.

**Guidelines for In-House distribution of drafts of AACR3
by CC:DA members and liaisons**

Members of ALA who are participating in the official review of drafts of AACR3 (i.e. CC:DA voting members and liaisons) may share copies of the drafts within their own institutions using the following guidelines:

1. The goal of sharing the drafts is to allow a larger pool of working catalogers to try out the drafts and contribute to the review process. Therefore, the drafts should only be shared with those catalogers who are willing to put in enough time to use the drafts in an actual cataloging environment and provide informed feedback to the CC:DA member/liasion at their institution. (Random comments on specific rules taken out of context will be of limited value to the review process).
2. Members/Liaisons may make a controlled number of print copies of the draft for internal review at their institution.
3. Catalogers who review the draft must agree not to copy or distribute the draft or any portion of it.
4. The drafts (and any portions of the drafts) may not be distributed in their electronic versions within the institution, and may not be mounted on any institutional websites or document-sharing sites (including those internal to the institution).