

Chapter 14: Cataloging Committee

I. Purpose

The purpose of the Cataloging Committee is:

- A. To provide a forum for technical discussions on policies and practices for government document cataloging;
- B. To serve as an interface for information exchange between documents catalogers and documents users in government agencies, various types of libraries, and bibliographic networks;
- C. To comment upon matters which affect the cataloging of government documents and to raise such issues as appropriate; and
- D. To serve as liaison with other groups within ALA and through GODORT, with Federal agencies, other library associations, and bibliographic networks.

II. Organization

In accordance with the GODORT *Bylaws* (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meetings of the Annual Conference.

Membership consists of six members appointed to staggered two-year terms. One member will serve as CC:DA liaison, either as a regular voting member or an *ex-officio*, non-voting member.

The Cataloging Committee provides oversight for the Cataloging Toolboxes through the GODORT Cataloging Toolboxes Working Group.

A. Chair --

The Chair of the committee shall be elected or appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

B. Members --

Six members shall be appointed by the GODORT Chair in consultation with the GODORT Steering Committee, three during even years and three during odd years.

- C. **Liaison to CORE Cataloging and Classification Section: Committee on Cataloging Description & Access (CC:DA):** The CC:DA liaison will attend CC:DA meetings and pass information between CC:DA and GODORT's Cataloging Committee on cataloging standards and guidelines relating to government information. This includes changes in descriptive cataloging, choice and form of access points, and revisions of the cataloging code currently adopted by ALA. The CC:DA liaison shall be recommended by the Chair of the Cataloging Committee and appointed by the GODORT Chair. The CC:DA liaison should be either a voting member of the Cataloging Committee or an *ex-officio*, non-voting member of the Cataloging Committee.

III. Committee Officers and Duties

See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee.

A. Chair

1. Is required to have an active ALA Connect account for Steering communication.
2. Have activity updates posted to committee and GODORT membership following the Steering communication schedule (*PPM*, Chapter 3).
3. Prior to Annual Conference: Have the agenda for committee meeting posted to the website by the Technology Committee.
4. At conference: Submits committee's minutes in format as described in *PPM* Chapter 1: Conferences (Article III. Section D). to the GODORT Secretary by the evening before the Membership Meeting. If this deadline is missed, Committee Chair is responsible for making print (50) copies to bring to Membership Meeting.

B. Secretary

While not an official position, it is helpful to the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.

1. Secretary takes the minutes of the meeting as described in *PPM* Chapter 1: Conference, Article III, Section D.
2. Secretary submits the draft minutes to the committee Chair at the end of the committee's meeting.

C. Intern

ALA allows interns to be appointed as one-year, non-voting members of a committee. This introduces them to the workings of the committee and Round Table.

IV. Meetings and Communication

- A. According to the GODORT *Bylaws* (Article V, Section 2), this committee will meet as necessary.
- B. It is recommended that all committee members use ALA Connect for GODORT business.
- C. All committee information to be shared with GODORT members should be submitted to the Technology Committee for inclusion on the GODORT website

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