

## Policy on Eligibility for Representation at CC:DA

In addition to nine voting members appointed to the Committee on Cataloging: Description and Access (CC:DA), membership includes a number of Representatives or Liaisons as non-voting members to represent or liaise with constituencies as identified herein.

Service in a representation role may be determined by:

- an *ex officio* capacity by nature of one's larger role in an external organization, which are specifically enumerated in the CC:DA Procedures document.
- an appointment specific to the representative role from units within CC:DA's parent section, made by the Executive Committee of CC:DA's parent section.
- an appointment specific to the representative role from either ALA units outside CC:DA's parent section or from non-ALA organizations, made by those units or organizations.

Represented Constituencies:

Note that the following constitute broad categorizations on the nature of represented organizations. There may be degrees of overlap within the scope of operation of any given organization. It is not necessary to assign one category or the other to any organization.

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/liaison) to CC:DA discussions and activities. Organizations are not eligible for representation solely based on ALA affiliation or because they have individual members with specialized professional cataloging expertise or perspectives.

**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 description 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. Several of these are specified within the CC:DA Procedures document, due to their central role in the committee's work or mandated reports in the agenda. In doing so, they either:

- Represent types of metadata partners, rather than individual organizations, that contribute to unique metadata standards development within a broad information environment; or
- Create and share metadata on a broad scale to national and international information communities and organizations.

**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.

Formation of representative roles:

There are two pathways for a representative role on CC:DA. These generally align with the appointing authority dynamics articulated above.

- I. There are cases where constituencies exist in parity within the parent section. There are also cases where a constituency outside the parent section will be identified that lacks an appointing structure or authority for prospective representatives. In particular, a number of these cases have arisen due to organizational restructuring within the association and division(s). In such cases, the CC:DA chair will make appropriate consultations and recommend to the parent section's Executive Committee the creation of a representative role. This does not preclude the parent section or the parent division from acting independently, preferably in consultation with the CC:DA chair and the constituency.

Once created, such liaisons will be appointed by the parent section's Executive Committee vice-chair. They will serve for the typical appointment cycle and renewal dynamics of such section appointments.

- II. There are cases where an organization exists outside CC:DA's parent section and also have their own appointing structure. Such an organization may request an invitation from the Executive Committee of CC:DA's parent section. To do so, the organization shall communicate to the parent section's Executive Committee chair, copying the CC:DA chair, stating the reasons for requesting an invitation. The parent section's Executive Committee shall review the request, and its decision shall be

communicated to the organization, the parent division's Executive Director, the parent division's president, and the CC:DA chair.

If the request is denied, and the organization wishes for further consideration, it shall send a letter of appeal to the parent division's president, copied to the parent section's Executive Committee chair, and the CC:DA chair.

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