

Bibliographic Control Committee Procedures Manual

(rev. Dec. 2008)

Music Library Association (MLA) committees function according to the policies and procedures in the MLA Constitution and By-laws (Article VI. Committees) and the MLA Administrative Handbook (Section V. Committees), available at: <http://www.musiclibraryassoc.org/members/adminhandbook.shtml>. The Administrative Handbook takes precedence over this document should conflicts arise.

For official charges of the Bibliographic Control Committee (BCC) and its subcommittees, see the MLA Administrative Structure, updated quarterly, available through a link at: <http://www.musiclibraryassoc.org/association/administration.shtml>

I. Structure

A. Voting members:

1. Chair – appointed by the MLA President in consultation with MLA Board of Directors (“the Board”).
2. Subcommittee chairs – appointed by the MLA President in consultation with the BCC Chair and the Board.
 - a. Chair, Authorities Subcommittee
 - b. Chair, Subcommittee on Descriptive Cataloging
 - c. Chair, Subcommittee on MARC Formats
 - d. Chair, Metadata Subcommittee
 - e. Chair, Subcommittee on Subject Access
3. Music Cataloging Bulletin Editor – appointed by the MLA President in consultation with the Board.
4. Library of Congress Representative (from the Music Division) – appointed by the MLA President upon recommendation from the Library of Congress.

B. Non-voting members

1. OCLC Representative – appointed by the MLA President upon recommendation of the institution.
2. BCC Recording Secretary/Webmaster – appointed by the MLA President in consultation with the BCC Chair.

II. Subcommittees

BCC recommends creation of subcommittees as the need arises, with the approval of the Board. Subcommittee members must belong to MLA and have an active interest in the work of the particular subcommittee. They support the needs of MLA membership in their areas of responsibility, proactively communicating topics of

current national interest, identifying and framing issues, conducting discussions, preparing proposals and discussion papers, and answering questions. In the national library arena, they also provide the music community's viewpoint on larger cataloging issues, including reviewing proposed changes in national and international standards.

The MLA President appoints subcommittee members upon recommendation from BCC.

III. Working Groups

BCC may constitute two different types of working groups, formal and informal. In either case, these groups study a specific problem or complete a task within one MLA meeting year, creating a formal report to BCC at the end of that time. In exceptional cases, the working group's charge may be renewed.

A. Formal working groups

The Board approves the creation and charge to working groups that require a budget, specified conference meeting spaces, and/or inclusion into the official MLA Administrative Structure. These include joint working groups with outside organizations, such as OLAC. The MLA President appoints the working group chair in such cases, in consultation with the BCC Chair; normally the chair will not be a member of BCC or of one of its subcommittees. Members of formal working groups receive official appointment letters.

B. Informal working groups

The BCC Chair may appoint informal, temporary working groups without Board approval.

IV. Responsibilities

"The chair of each committee is responsible for assuring that the charge given to the committee by the President and the committee's obligations as described in Section V A-G are carried out; and that committee members are kept fully advised of and involved in all committee activities." (MLA Administrative Handbook, Section V. C)

A. BCC Chair

Administrative tasks:

- Prepare roster;
- Develop calendar of activities;
- Track and distribute documents;
- Make work assignments;
- Submit budget to MLA Financial Officer;
- Submit travel expenses to MLA Treasurer;
- Plan annual meeting schedule and equipment needs;
- Prepare agendas;
- Has responsibility for content on the BCC website;
- Make recommendations for appointments;
- Process resignations by preparing letters;

- Maintain BCC Procedures document;
- Prepare reports of BCC activities to be submitted to the Board based upon their meeting calendar;
- Inform the Board of the depth and breadth of BCC activities;
- Compile all ALA reports and forward them to the MCB Editor and the BCC Recording Secretary/Webmaster;
- Direct the Board to reports from the ALA liaisons;
- Prepare other written reports as requested by the Board.

Proactive tasks:

- Communicate to the MLA membership issues of concern broader than those specific to a subcommittee;
- Lead discussions, both in person and in electronic forums;
- Lead planning for program sessions.

Reactive tasks:

- Develop process for responding to requests for feedback from organizations and individuals in a timely fashion;
- Prepare summaries of comments or written reports;
- Field and delegate questions from MLA membership.

B. Subcommittee Chairs

Administrative tasks:

- Prepare roster;
- Make work assignments;
- Predict travel budgets;
- Submit travel expenses;
- Plan annual meeting schedule and equipment needs;
- Prepare agendas;
- Coordinate and oversee the subcommittee's portion of the BCC website;
- Make recommendations for subcommittee appointments;
- Process resignations;
- Prepare MLA conference and annual reports for the subcommittee.

Proactive tasks:

- Field and delegate questions from MLA membership;
- Prepare discussion papers and proposals for change based on membership needs.

Liaison tasks:

- Attend cataloging-related ALA meetings as assigned;
- Articulate the “music” perspective as appropriate and necessary;
- Vet subcommittee-initiated discussion papers or proposals with BCC members and present them at MLA and ALA meetings;
- Staff the MLA exhibit desk at ALA meetings for 1-2 hours (time permitting);
- Provide a written report within one month following activities at an ALA conference (sent to the BCC Chair).

Reactive tasks:

- Communicate to the MLA membership proposals and discussion papers from ALA or other library community;
- Lead discussions, both in person and in electronic forums;
- Prepare the MLA response;
- Provide feedback on BCC documentation, proposals, and requests for comments.

C. Voting and Non-voting Representatives

- Prepare brief annual report (written and/or verbal) for annual meeting
- Provide feedback on BCC documentation, proposals, and requests for comments.

D. Recording Secretary/Webmaster

- Take minutes at two business meetings and one open meeting of the BCC at the annual conference;
- Provide a written transcript within one month following the conference;
- Manage the BCC website, in consultation with the BCC Chair and MLA Webmaster.

E. Subcommittee and Working Group Members

- Participate in group discussions, both in person and in electronic forums, drawing on personal experience, skills and knowledge;
- Take assignments seriously and complete them in a timely fashion;
- Provide feedback on documentation, proposals, and requests for comments.

V. Qualifications for Appointment

A. BCC Chair

1. Member-in-good-standing of MLA national.
2. Able to attend the MLA annual meeting to lead BCC meetings.
3. Strong professional interest in music technical services and awareness of current professional issues and developments.
4. Strong leadership, diplomatic, organizational, and writing skills.
5. Internet connectivity (e-mail, list serves, wikis, blogs, etc.).
6. Previous experience chairing a BCC subcommittee strongly preferred.

B. Subcommittee Chairs

1. Member-in-good-standing of MLA national.
2. Able to attend the MLA annual meeting to lead subcommittee meetings and actively participate in BCC meetings
3. Able to attend the ALA Midwinter and Annual meetings to participate as MLA's representative in committee assignments.

4. Ability to represent the music community's viewpoint in national meetings, both verbally and in writing.
5. Specific professional interest in subcommittee business and a particular skill, area of expertise, or point of view to contribute to subcommittee deliberations.
6. Strong leadership, diplomatic, organizational, and writing skills.
7. Internet connectivity (e-mail, list serves, wikis, blogs, etc.).
8. Willingness to subscribe to and read electronic mailing lists that support subcommittee topics.
9. Previous or current experience on the subcommittee, desirable but not required.

C. Voting and Non-voting Representatives

1. Able to attend and participate in BCC meetings at the MLA annual meeting.
2. Internet connectivity (e-mail, list serves, wikis, blogs, etc.).
3. Willingness to regularly respond to queries for input or expertise.

D. Recording Secretary/Webmaster

1. Member-in-good-standing of MLA national.
2. Excellent writing and word-processing skills.
3. Ability to record detailed information accurately and completely.
4. Understanding of the language/jargon of technical services.
5. Familiarity with HTML sufficient to follow the pattern already established within the BCC website.
6. Internet connectivity (e-mail, list serves, wikis, blogs, etc.).

E. Subcommittee and Working Group Members

1. Member-in-good-standing of MLA national.
2. Able to attend the MLA annual meeting and actively participate in the subcommittee meetings.
3. Specific professional interest in subcommittee business and a particular skill, area of expertise, or perspective to contribute to subcommittee deliberations.
4. Internet connectivity (e-mail, list serves, wikis, blogs, etc.).
5. Willingness to subscribe to and read electronic mailing lists that support subcommittee topics

VI. Appointment procedures

Normally, the BCC chair announces openings on subcommittees and formal working groups on MLA-L and at the BCC open meeting. Interested MLA members must apply in writing to the subcommittee or working group chair and must include specific information about their particular interest in serving on the group and what they could contribute. At the end of the annual meeting, the BCC Chair and the subcommittee chairs review the list of interested members and decide together the names to forward for the most effective appointments, taking into careful account the need for balance within each group. The BCC Chair then recommends the names of

potential appointees to the MLA President. In exceptional cases, the application process and appointment process may take place electronically, following the general outlines above. Names of interested members not selected are not carried forward formally from year to year.

BCC subcommittees and working groups have no standard number of members. The subcommittee or working group chair, in consultation with the BCC Chair, determines the necessary number of members. Subcommittee appointments are staggered, so that rotations off the subcommittee are balanced by experienced members who remain on the subcommittee.

VII. Length of Appointments

- A. Committee/Subcommittee chairs normally serve no more than four consecutive years.
- B. Subcommittee members normally serve no more than four consecutive years. Per the MLA Administrative Handbook (V. A. 3.), "In consultation with the President, committee chairs may request the resignation of members who are not contributing to the fulfillment of the committee's charge."
- C. MCB Editor serves for the duration of his/her editorial duties.
- D. BCC Recording Secretary/Webmaster normally serves no more than four consecutive years.
- E. Liaisons from the Library of Congress and OCLC are recommended by their organizations; no standard term length.
- F. Working group members are appointed for one year at a time.

VIII. Resignations

- A. Resignations of BCC members: The member writes a letter to the MLA President but submits it to the BCC Chair.
- B. Resignations from subcommittees and working groups: The member submits a letter to the subcommittee or working group chair.
 - 1. The chair forwards a copy of the written resignation to the BCC Chair.
 - 2. The BCC chair prepares a written letter of acknowledgment to the individual (with a copy to the subcommittee chair) for his/her contributions and service to MLA.

IX. Meetings

- A. At least one BCC meeting is held at every annual MLA meeting. The BCC Chair convenes and conducts the meeting(s).
 - 1. Five voting members constitute a quorum.

2. BCC business meeting agendas include: correction and approval of the previous year's minutes; reports from the BCC subcommittees, representatives and working groups; and planning for the coming year.
 - a. Anyone wishing to place an item on the agenda should submit a request to the Chair at least one month before the meeting.
 - b. The BCC Chair will distribute a preliminary agenda to members at least one week in advance of the meeting.
 - c. Guests may attend the open portions of business meetings and may speak upon recognition from the Chair.
 3. The Program Committee determines which BCC proposed/sponsored meetings will occur at each MLA Annual Meeting. At a minimum, BCC submits a request for an open meeting each year, where the Committee will report out on the year's activities, respond to cataloging "hot topics" and field technical questions from catalogers. BCC may propose additional program meetings as appropriate.
- B. Subcommittees and working groups are convened by their chairs. These chairs submit requests for meeting time and space to the BCC Chair through the meeting scheduling process.

X. Absences

A. Chair

1. The Chair may designate another voting member to act as temporary Chair
2. If the Chair is unexpectedly absent, the voting members shall designate one of their members to serve as temporary Chair.

B. Recording Secretary/Webmaster

1. If the Recording Secretary/Webmaster cannot attend a meeting, the Chair may designate another committee member to act as temporary Recording Secretary/Webmaster.

C. Other voting members

1. In consultation with the BCC Chair, other voting members who cannot attend a BCC meeting may designate a subcommittee member to temporarily take his/her place; however, that individual may not discuss or vote on issues relating to BCC membership.

XI. Voting

- A. Issues shall be decided by a majority vote of the voting members present.
- B. In the event of a tie, the issue shall be considered defeated.

XII. Budget

The BCC Chair submits a budget proposal to the Finance Committee of the Board each Spring. All requests for money to cover operating expenses must be made at this time. Estimates should be realistic so that questions about the veracity of the request will not be made. MLA generally funds the following, when reasonable:

Expenses related to representing MLA at ALA meetings:

- Airfare, train fare, or mileage (at the IRS current rate);
- Ground transportation (including tips) to and from the airport/train station;
- Hotel accommodations (\$75 per night, four nights maximum**);
- ALA registration (at the "early bird" member rate)

** Although specific ALA committee responsibilities might require fewer than four nights of lodging, the act of more generally representing MLA through attendance at related meetings and/or staffing of the MLA exhibit table would justify a stay of the maximum four nights, if the liaison so chooses.

XIII. Documentation

- A. Internal working papers of working groups and subcommittees are handled individually within each unit.
- B. Documents reviewed by BCC include annual reports of subcommittees, MLA positions on MARC, AACR2 and RDA, ISBD, other national or international standards, and final reports of working groups. These documents are sent to the BCC Chair. Any correspondence between subcommittees, working groups, and non-MLA agencies, must also be cleared by the BCC Chair.

C. BCC document distribution is the responsibility of the Chair.

D. BCC Website

The BCC website collocates information about the committee and its subgroups, links to related sites with fuller information, and improves communications with its constituency. It also provides a common visual record of BCC activities and historical continuity. The MLA Webmaster retains the ability to update the BCC website.

Information contained on the website includes (but is not limited to) the charge to each group, rosters, agendas, minutes of meetings, reports from liaisons, links to relevant sites, working documents, a link to the [Music Cataloging Bulletin](#), a link to the [Types of Compositions](#) document, etc.

E. Archives

The BCC Chair sends committee files that are no longer required for current business to the MLA Archives. The Chair will archive correspondence of a substantive nature, while using discretion in determining exactly what is substantive. The MLA Archives prefers documentation in paper format.

Minimally, the BCC Chair should send copies of the following documents, collected in labeled folders, using the document transmittal form found on the MLA website.

- Reports (xxxx-yyyy)
 - Chair's Report to the Board (Spring xxxx) xxxx = previous year
 - Chair's Report to the Board (Fall xxxx) yyyy = current year
 - Chair's Report to the Board (yyyy Conference) zzzz = upcoming year
 - xxxx Annual Reports (BCC and Subcommittees)
 - yyyy Conference Summary Reports (BCC and Subcommittees)
 - Announcement of Liaisons at ALA Annual xxxx
 - ALA Annual xxxx Liaison Reports
 - Music Cataloging Bulletin Report (yyyy)
 - Library of Congress Report (yyyy)
 - OCLC Report (yyyy)
 - Working Group and Task Force Reports (xxxx-yyyy)
- Budget (xxxx-yyyy)
 - Expense Estimates from ALA Liaisons
 - Budget Request (xxxx)
 - Request for Payment Forms and Receipts (photocopies)
- yyyy Conference
 - Meeting Room and Equipment Requests
 - Agendas (Business #1, Open, and Business #2)
 - Minutes (xxxx Conference)
 - Roster (yyyy-zzzz)
 - Calendar (yyyy-zzzz)
- Appointments (yyyy)
 - Call for Subcommittee Applicants (yyyy)
 - Recommendations to President (yyyy)
 - Updated BCC Portion of MLA Administrative Structure (yyyy)
 - Thank You Letters to Retiring Members (yyyy)

Appendix A: Sample BCC Calendar

February	<p>MLA conference</p> <p>Post-conference summary reports due to BCC Chair, who compiles and forwards them to Newsletter Editor and BCC webmaster</p>
March	<p>Appointment recommendations sent to MLA President</p> <p>President sends copies of appointment letters to BCC Chair</p> <p>Updated BCC portion of MLA Administrative Structure sent to President, Executive Secretary, and BCC Webmaster</p> <p>BCC Chair sends letters of thanks to retiring members, with copies to President</p>
April	BCC members consulted about potential meeting time conflicts at next MLA conference
May	<p>BCC budget request due to Fiscal Officer</p> <p>MLA Board report (Spring) due to President</p> <p>Meeting room & Equipment request for next MLA conference sent to Program Chair</p>
June	<p>Liaisons at ALA Annual meeting announced on MLA-L</p> <p>ALA Annual meeting</p> <p>ALA liaisons reminded to submit reports (within 30 days) and receipts</p>
July	<p>ALA Annual liaison reports due to BCC Chair, who compiles and forwards them to the MCB Editor and BCC Webmaster</p> <p>ALA liaison reimbursement requests sent to Treasurer</p>
August	MLA Board report (Fall) due to President
October	<p>Annual MLA activity reports due to BCC Chair, who compiles and forward them to the Board Liaison, Newsletter Editor, and BCC Webmaster</p> <p>ALA liaisons reminded about early-bird registration (Midwinter)</p>
December	<p>Final titles and speakers for printed conference program sent to Program Chair</p> <p>1st call for subcommittee applicants posted on MLA-L</p> <p>Call for BCC open (BCC News Hour) topics to BCC Subcommittee chairs</p>
January	<p>Conference meeting agendas (draft) distributed to Committee members for review</p> <p>MLA Board report (Conference) due to President</p> <p>ALA liaisons reminded about early-bird registration (Annual)</p> <p>Liaisons at ALA Midwinter meeting announced on MLA-L</p> <p>ALA Midwinter meeting</p> <p>ALA liaisons reminded to submit reports (within 30 days) and receipts</p> <p>2nd call for subcommittee applicants posted on MLA-L</p> <p>Call for BCC open (BCC News Hour) topics on MLA-L</p>
February	<p>ALA Midwinter liaison reports due to BCC Chair, who compiles and forwards them to the MCB Editor and BCC Webmaster</p> <p>ALA liaison reimbursement requests sent to Treasurer</p> <p>Announcement of BCC Open meeting posted on MLA-L</p> <p>MLA conference</p>