

General Operating Procedures for the Subcommittee for the Maintenance of CAPC Resources (SMaCR)

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The Subcommittee for the Maintenance of CAPC Resources (SMaCR) was created by the Cataloging Policy Committee (CAPC) of the Online Audiovisual Catalogers, Inc. (OLAC) in 2004. SMaCR is charged with identifying those CAPC resources that need ongoing maintenance, determining how often and who will update them, and examining the structure of the CAPC web pages and making recommendations for reorganization (in collaboration with the OLAC Webmaster). SMaCR reports to, and works in collaboration with, CAPC.

1. SMaCR will decide when a resource needs to be reviewed, using five years as a typical review period. This decision should be made in consultation with CAPC and the person “most responsible” for that resource (ex: the document’s original author).
2. SMaCR will initiate and manage the process for resource review, and will solicit volunteers to conduct needed reviews. SMaCR may request help with this process from CAPC, if need be.
3. CAPC members will review each revised resource, then decide whether to approve it. If CAPC does approve a revised resource, then the new resource is added to the OLAC website and previous versions of the resource are archived. If CAPC does not approve a revised resource, then one or more CAPC members will contact the party that made the revisions. Once an agreement is reached between the parties, CAPC will notify SMaCR of the outcome. If a resource is reviewed for currency and considered to be acceptable without revision, then it does not need to be further reviewed by CAPC members.
4. SMaCR will instruct the Web editors to make appropriate changes to the website.
5. SMaCR will submit a report whenever CAPC meets, detailing: What resources are tagged for review; What resources have been reviewed; What resources have been updated; & What resources have been archived.
6. CAPC will be responsible for adding members to SMaCR, at the request of SMaCR members or as may otherwise be required. There is no mandatory minimum or maximum size for SMaCR.