

OLAC/CAPC Expert Panel Task Force

Final Report

June 20, 2003

Charge: To provide the Executive Board with information regarding the ways in which an expert panel could serve OLAC and the logistics of choosing experts and being an expert.

Members: Lisa Bodenheimer (Chair), Valerie Bross, Robert Freeborn.

1. How could experts serve OLAC?

- a. Serve as the expert panel at OLAC Conference membership meetings and at ALA midwinter and annual meetings.
- b. Serve as ex-officio members of CAPC, and alert CAPC to issues or questions needing further research or leading to new tutorials, discussion papers, or proposals for changes in rules or rule interpretations.
- c. Answer questions on the OLAC-LIST. (*Note: In September 2002, both in a discussion on the list and at the CAPC meeting at the OLAC Conference, the consensus of the members responding/attending was that they do not want this, at least in such a way that would create an environment dominated by the expert panel or prevent non-experts from discussing or answering questions.*)
- d. Answer questions via a web form located on the CAPC page, but only after a query has been made to the list and no satisfactory answer was given, or if the nature of the question indicates that a more detailed answer is necessary. The responsibility for deciding whether an answer is satisfactory would rest with the person who posted the original query. In contacting the expert panel, the person would need to state when the original question was posted on the list and explain why the answer was not satisfactory to them or why they need a more detailed answer.
- e. Assist with the "Everything You Always Wanted to Know About AV Cataloging ... Please ask!" column in the OLAC Newsletter when needed.

2. What kinds of questions would the Panel answer?

Questions about:

- the description of AV/electronic resources, including rule interpretations
- the MARC format as applied to AV/electronic resources
- new and emerging formats and their description
- recommendations for recently published reference resources/training guides/e-resources
- non-MARC standards (e.g. EAD, VRA) or emerging standards (e.g. ISTC) that may affect cataloging

3. How many members would there be?

Option 1:

As many members as the Executive Board deems necessary to cover the formats and forms of issuance (integrating resource vs. serial vs. monograph). This would allow participation by people who have expertise in more than one format. It may result in a smaller panel, and is a more flexible approach.

Option 2:

One member for each format, as designated by the Executive Board. Members would be responsible for “their” format only. This would be a less flexible approach and may result in a larger panel.

4. How would people apply and be chosen?

Option 1:

The people currently serving on the expert panel would be given first opportunity to participate. The OLAC Executive Board would be responsible for contacting these people, outlining the expanded responsibilities, and asking if they wished to continue. If, in the opinion of the Executive Board, there is not adequate coverage for the various formats or forms of issuance, they would then approach other people known to have expertise in a format, or solicit nominations from the membership.

In the case of soliciting nominations from the membership, potential applicants could fill out a web form describing their qualifications, or submit a letter outlining their qualifications and a resume to the Executive Board. Current or past members of the expert panel could also nominate people they know who would be suitable. Minimum requirements for nomination: three or more years of original cataloging experience in AV cataloging.

Option 2:

The Board would start fresh and solicit applications and nominations from the membership according to the process outlined above. Current or past members of the expert panel would be eligible.

5. How long should panel members serve (term limits)?

Option 1:

Members could serve as long as they wish to or for as long as they are effective members. The Executive Board would have the option to replace someone who is no longer serving effectively.

Option 2:

Three year terms, renewable twice. Members who serve two terms would be eligible to serve again after 1 or 2 years off, as decided by the Executive Board.

6. How much time would this take?

Time Estimates for Expert Panel members:

Generally, panel members would have to devote the time to being conversant with new rule interpretations, the professional literature, and other resources, and then to answer questions. A ballpark estimate would be 2-3 hours a week, in addition to the requirement of regularly attending OLAC/ALA meetings.

Time Estimates for Executive Board:

This process would be taken care of as needed at Executive Board meetings. No extra time would be needed unless the Executive Board decided to solicit applications or nominations. In that case, the Board would need to allow time for reading and discussing applications, and it would be roughly analogous to the time needed for choosing CAPC members.

7. Should group activities be a part of the OLAC/CAPC web page or have its own place?

If the group is overseen by the Executive Board, it would need to have its own place on the OLAC website. The page could consist of the roster for the group, parameters for selection/nomination, guidelines for asking questions, and a web form for sending questions electronically to the group.

Recommendation/Conclusion from the Task Force:

The Task Force feels that the most feasible way to have an expert panel is to expand and formalize the role of the current Q & A Panel and charge the Executive Board with its maintenance.