

# **Report of the FAQ/Best Practices Project Task Force**

## Preliminary report

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Date: January 19, 2006

The FAQ/BP TF corresponded by e-mail to come up with the following recommendations for the implementation of a new page on the OLAC Web site.

### Recommendation 1:

Create a page on the OLAC Web site that would cover a number of topics that continually cause catalogers problems, or that are new issues that have yet to be addressed in library literature or cataloging rules. This resource is intended to give guidance to catalogers looking for help with particular problems of a specific nature as opposed to broad questions that are covered by OLAC training publications.

### Recommendation 2:

Create on the OLAC Web site a very visible place that visitors would know was where they could go for cataloging help. For instance, a tab entitled "Help for catalogers". Place here the general cataloging publications mentioned above (like the "Source of title" and "DVD Primer" documents, as well as the Best Practices and Frequently asked questions that these recommendations address.

### Recommendation 3:

Implement two distinct sections. One, would be for FAQs which would be factual explanations common questions, while the Best Practices page would address trends and help for topics where there is no one answer currently available. The Best Practices topics would be more discussions, for instance, of what catalogers are currently doing to address an issue and might include links to other web pages or names of individuals to get more information about a practice.

### Recommendation 4:

The management of the site should be somewhat fluid in nature so that when topics of interest come up, specialist in the area can be identified to help write the FAQ/BP. The site itself should be under the purview of CAPC, with a task group set up that are assigned the duty of coordinating any new submission, perhaps rotating yearly. This Work Group should also monitor the content so that if it becomes obsolete it can be "voted off the island."

Recommendation 5:

A form should be set up on the Web site for catalogers to suggest good topics for FAQs and Best Practices.

Recommendation 6:

Organize the page so that like topics are together. Use broad categories for the first division and then subdivide in a logical way for each broad area. For instance, help with subject could be subdivided by 1) genre/form, 2) film and video adaptations subdivision, etc.

QUESTION: THE TASK FORCE DISCUSSED A NUMBER OF WAYS TO ORGANIZE THE SITE, BY AACR AREA, BY BROAD TOPIC, BY MARC TAG, ETC. IS THERE A SENSE OF THE GROUP THE BEST WAY TO ORGANIZE THE SITE?

Recommendation 6:

This Task Force recommends that they be reappointed to implement these recommendations by writing the documentation for a FAQ and a Best Practices.

QUESTION: THE TASK FORCE HAS A NUMBER OF TOPICS IN MIND THAT WOULD FIT THE BILL HERE BUT WOULD BE OPEN FOR SUGGESTIONS IF THERE IS A PARTICULAR TOPIC OR TWO THAT NEEDS IMMEDIATE ATTENTION.