

# Bibliographic Control Committee Procedures Manual

(rev. March 2011)

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/uploadedfiles/Member\\_Resources/Administrative\\_Handbook/AdminHandbook2009-2rev-V.pdf](http://www.musiclibraryassoc.org/uploadedfiles/Member_Resources/Administrative_Handbook/AdminHandbook2009-2rev-V.pdf). 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, linked from: <http://www.musiclibraryassoc.org/about.aspx?id=107>

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## 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. Library of Congress Representative (from the Music Division) – appointed by the MLA President upon recommendation from the Library of Congress.
4. SACO Music Funnel Coordinator – appointed by the MLA President in consultation with the BCC Chair and the Board.

### B. Non-voting members

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

### C. Liaison responsibilities

All BCC subcommittee chairs have concurrent assignments as official MLA liaisons to related ALA committees or groups as follows:

1. Chair, Authorities Subcommittee – Liaison to ALCTS Authority Control Interest Group (ACIG) and the Online Audiovisual Catalogers' Cataloging Policy Committee (CAPC).<sup>1</sup>
2. Chair, Subcommittee on Descriptive Cataloging – Liaison to ALCTS CCS Cataloging Committee: Description and Access (CC:DA)
3. Chair, Subcommittee on MARC Formats – Liaison to ALCTS/LITA/RUSA Machine-Readable Bibliographic Information Committee (MARBI)
4. Chair, Metadata Subcommittee – Liaison to ALCTS Metadata Interest Group (MIG)
5. Chair, Subcommittee on Subject Access – Liaison to ALCTS CCS Subject Analysis Committee (SAC)

## 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 and international interest, identifying and framing issues, conducting discussions, preparing proposals and discussion papers, and answering questions. In the national library arena, chiefly through ALA, 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. Task Forces

BCC may constitute two different types of task forces, formal and informal. In both cases, task forces study a specific problem or complete a task, normally within a specified time frame.

### A. Formal task forces

The Board approves the creation and charge to task forces that require a budget, specified meeting spaces at the Annual Meeting, and/or inclusion into the official MLA Administrative Structure. These include joint task forces with outside organizations, such as OLAC. The MLA President appoints the MLA members of the task force, in consultation with the BCC Chair. Normally the task force chair will be a member of BCC or of one of its subcommittees; task force members are not required to serve concurrently as a member of a BCC subcommittee. Members of formal task forces receive official appointment letters.

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<sup>1</sup> In the latter capacity s/he is not required to attend CAPC's meetings outside ALA (such as those held during OLAC's bi-annual meetings).

## B. Informal task forces

The BCC Chair may appoint short term task forces made up of BCC subcommittee members 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). Normally, individuals only hold one appointment to a BCC subcommittee at a time.

### A. BCC Chair

#### *Administrative tasks:*

- Prepare roster;
- Develop calendar of activities;
- Update BCC portion of MLA Administrative Structure and submit corrections quarterly;
- Review all BCC-related administrative descriptions and charges (Administrative Structure, Administrative Handbook, BCC website, etc.), ensuring that they are up-to-date and consistent;
- 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;
- Provide content for and oversight of the BCC website;
- Issue call for BCC subcommittee applicants on MLA-L prior to Annual Meeting;
- Make recommendations for appointments;
- Process resignations by preparing letters;
- Write thank you letters for service to retiring BCC subcommittee and task force members;
- Post message on MLA-L announcing BCC liaison responsibilities prior to each ALA meeting;
- 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;
- Compile the BCC annual report;
- Maintain the BCC Procedures document;
- 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;
- Provide information to BCC Chair about subcommittee activities and action items for triannual reports to the Board
- Prepare MLA Annual Meeting 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 table at ALA meetings for 1-2 hours, as applicable and as time permits;
- Provide a written report within one month following activities at an ALA conference (sent to the BCC Chair);
- Notify the appropriate ALA committee chair of successor as MLA liaison;
- Provide orientation for incoming chair, including ALA orientation and expectations of MLA liaison.

*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 MLA responses;
- 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 BCC business meeting(s);
- Take minutes or arrange for a substitute to take minutes at any BCC-sponsored program meeting;
- Provide a written transcript of these meetings within one month following the Annual Meeting;
- Manage the BCC website, in consultation with the BCC Chair and MLA Webmaster.

## E. Subcommittee and Task Force 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 conferences to participate as MLA's representative in committee assignments.
4. Able 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; willingness to use teleconferencing software.
9. Previous or current experience on the subcommittee (desirable but not required).

#### C. Recording Secretary/Webmaster

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

#### D. Other Voting and Non-voting Representatives

*Beyond those required for appointment to the position itself*

1. Member-in-good-standing of MLA national.
2. Able to attend and participate in BCC meetings at the MLA Annual Meeting.
3. Internet connectivity (e-mail, list serves, wikis, blogs, etc.).
4. Willingness to regularly respond to queries for input or expertise.

#### E. Subcommittee and Task Force Members

1. Member-in-good-standing of MLA national.
2. Commitment to attend MLA Annual Meeting to the best of one's abilities
3. Actively participate in the subcommittee/task force meetings.
4. Specific professional interest in subcommittee business and a particular skill, area of expertise, or perspective to contribute to subcommittee/task force deliberations.
5. Internet connectivity (e-mail, list serves, wikis, blogs, etc.).
6. Willingness to subscribe to and read electronic mailing lists that support subcommittee/task force topics; willingness to use teleconferencing software.

### VI. Appointment procedures

#### A. BCC Chair

The outgoing BCC Chair recommends a successor to BCC for consideration. The candidate normally has previous experience chairing a BCC subcommittee. After BCC approval, the BCC chair submits the recommendation to the MLA President to finalize the appointment. The recommendation should be made and approved well in advance of the MLA Annual Meeting.

## B. Subcommittee Chairs

The outgoing subcommittee chair recommends a successor to the BCC Chair for consideration. The candidate normally comes from the ranks of the current subcommittee membership or has recently rotated off of that subcommittee. After BCC approval, the BCC chair submits the recommendation to the MLA President to finalize the appointment. The recommendation should be made and approved well in advance of the MLA Annual Meeting.

## C. Subcommittee Members

Normally, the BCC Chair announces openings on subcommittees on MLA-L and at an appropriate BCC-sponsored program meeting during the MLA Annual Meeting. Interested MLA members must apply in writing to the subcommittee chair and must include specific information about their particular interest in serving on the subcommittee and what they could contribute. BCC encourages MLA members who are interested in more than one BCC subcommittee to apply to each one separately. 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. Names of interested members not selected are not carried forward formally from year to year.

BCC subcommittees have no standard number of members. The subcommittee 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.

In exceptional cases, the application and appointment process for subcommittee appointments may take place electronically, following the approval guidelines above.

## D. Task Force Members

For formal task forces the application and appointment process may take place electronically, following the approval guidelines in VI.C above.

BCC task forces have no standard number of members. The BCC Chair, in consultation with the rest of BCC, determines the necessary number of members.

## E. BCC Recording Secretary/Webmaster

The BCC Chair announces the opening on MLA-L and asks for written applications. BCC assesses the applicants and makes a final recommendation. After BCC approval, the BCC Chair submits the recommendation to the MLA President to finalize the appointment. The recommendation should be made and approved well in advance of the MLA Annual Meeting.

## VII. Length of Appointments

- A. Committee/Subcommittee chairs normally serve no more than four consecutive years. The four-year clock restarts when a subcommittee member becomes a subcommittee chair.
- 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.” In exceptional situations, BCC may recommend a one-year extension of a particular subcommittee member's term.
- C. MCB Editor serves for the duration of his/her editorial duties, normally four consecutive years.
- 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. Task force members are appointed for the duration of their charge.

## 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 task forces: The member submits a letter to the subcommittee or task force 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 or task force chair) for his/her contributions and service to MLA.

### C. Mandatory termination of service

If a BCC committee, subcommittee, or task force member ceases to be a MLA member-in-good-standing (i.e., is no longer listed in the online MLA membership directory), his or her term of service ends. No letter of resignation is required, nor will the BCC chair write a letter of acknowledgment to the individual for his/her service.

## 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 task forces; 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 two weeks 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 task forces are convened by their chairs. These chairs submit requests for meeting time and space at each MLA Annual Meeting to the BCC Chair through the meeting scheduling process.

#### X. Absences at MLA Annual Meetings

##### 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

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

##### C. Other voting members

In consultation with the BCC Chair, other voting members who cannot attend a BCC meeting may designate a subcommittee member or, if applicable, the officially appointed incoming subcommittee chair to temporarily take his/her place.

#### XI. Absences as ALA liaisons

For known absences, the liaison will notify the BCC Chair as soon as possible about his/her inability to attend a given ALA meeting. Working together, the liaison and BCC Chair will select an appropriate substitute, normally an active member of the subcommittee.

For unexpected absences, the liaison or the BCC Chair will notify the ALA committee chair as soon as the absence is known. If possible, the other BCC liaisons (or the BCC Chair, if in attendance at ALA) will see if their schedules permit serving as a substitute at the last minute.

## XII. Document approval process

### A. BCC-sourced documents

1. Final draft shared with BCC voting members, who review it and provide suggestions for revisions, etc.
2. The responsible BCC chair (including a subcommittee or task force chair) takes BCC comments under review and prepares final document for BCC vote.
3. BCC votes on final draft.
4. BCC Chair notifies MLA Board of action and distributes document as appropriate.

### B. External documents

1. Draft shared with BCC voting members, who review it and provide suggestions for revisions, etc.
2. BCC Chair compiles comments and drafts an official response; BCC votes to approve official response to draft; BCC Chair communicates response to external group.
3. If external group issues a revised draft based on BCC comments, BCC will review the latest draft following the above two steps; if no substantial comments are forthcoming from this discussion, BCC will vote to approve the final version.
4. BCC Chair notifies MLA Board of action
5. For official MLA endorsement, the Board must affirm the BCC response; the final approved document may now carry MLA sponsorship.

## XIII. Voting

A. Issues shall be decided by a majority vote of the voting members present, or when the vote is conducted electronically, by a majority of the voting membership.

1. Only the BCC Chair and current (or incoming) subcommittee chairs may discuss or vote on issues relating to BCC membership.

B. In the event of a tie, the issue shall be considered defeated.

## XIV. 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 during the

upcoming fiscal year must be made at this time; occasionally this means that travel requests will encompass three ALA meetings. Travel estimates include the following for each liaison:

- Airfare, train fare, or mileage (at the IRS current rate);
- Ground transportation (including tips) to and from the airport/train station;
- Hotel accommodations (using the most recent GSA rate for the destination city; four nights maximum<sup>2</sup>);
- Meals and incidental expenses (using the most recent GSA rate for the destination city)
- ALA registration (at the lowest member rate<sup>3</sup> for a particular conference).

## XV. Documentation

- A. Internal working papers of task forces and subcommittees are handled individually by the chair.
- 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 task forces. These documents are sent to the BCC Chair. Any correspondence between subcommittees/task forces 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 BCC Recording Secretary/Webmaster maintains and updates 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.

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<sup>2</sup> 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.

<sup>3</sup> Liaisons may opt for ALA's "bundled registration" when available; however, this is not required. MLA will reimburse registration expenses only after the conference has ended.

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 Annual Meeting)      zzzz = upcoming year
  - xxxx Annual Reports (BCC and Subcommittees)
  - yyyy Annual Meeting 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)
  - Task Force Reports (xxxx-yyyy)
- Budget (xxxx-yyyy)
  - Expense Estimates from ALA Liaisons
  - Budget Request (xxxx)
  - Request for Payment Forms and Receipts (photocopies)
- yyyy Annual Meeting
  - Meeting Room and Equipment Requests
  - Agendas (Business #1, Open, and Business #2)
  - Minutes (xxxx Annual Meeting)
  - 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 Annual Meeting</p> <p>Post-meeting 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	<p>BCC members consulted about potential meeting time conflicts at next MLA Annual Meeting</p>
May	<p>BCC budget request due to Fiscal Officer</p> <p>MLA Board report (Spring) due to President</p> <p>Meeting room &amp; Equipment request for next MLA Annual Meeting sent to Program Chair</p>
June	<p>Annual MLA activity reports due to BCC Chair, who complies and forward them to the Board Liaison, Newsletter Editor, and BCC Webmaster</p> <p>Liaisons at ALA Annual conference announced on MLA-L</p> <p>ALA Annual conference</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 complies and forwards them to the MCB Editor and BCC Webmaster</p> <p>ALA liaison reimbursement requests sent to Treasurer</p>
August	<p>MLA Board report (Fall) due to President</p>
October	<p>ALA liaisons reminded about early-bird registration (Midwinter)</p>
December	<p>Final titles and speakers for printed Annual Meeting 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>Annual Meeting business meeting agendas (draft) distributed to Committee members for review</p> <p>MLA Board report (Annual Meeting) 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 Annual Meeting</p>