Virtual AskQC Office Hours

PCC and OCLC

OCLC Metadata Quality
March 2021

Housekeeping

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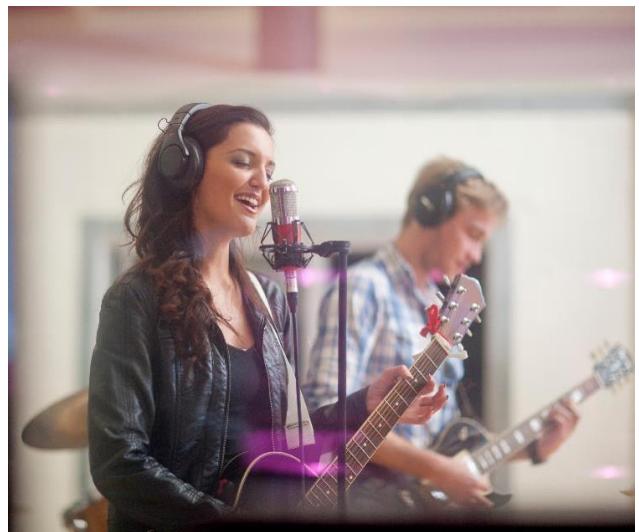
Virtual AskQC Office Hours: PCC and OCLC

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After the session, you will be directed to a brief, optional survey

Virtual AskQC Office Hours: PCC and OCLC

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On the call today

Laura Ramsey

Senior Metadata
Operations Manager

Cynthia Whitacre

Senior Metadata
Operations Manager

Luanne Goodson

Consulting Database
Specialist

Robert Bremer

Senior Consulting Database
Specialist

Jay Weitz

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With guest appearances by colleagues **Laura Ramsey** and **Jay Weitz**

Thank you, Laura. We have a large group of presenters today because all of us are directly involved in the PCC in some manner, and we'll each be talking about the roles we play as we go through the presentation.

PCC = Program for Cooperative Cataloging

Website is here: https://www.loc.gov/aba/pcc/

History: Began in 1994, as an outgrowth of the CCC (Cooperative Cataloging Council) and the NCCP (National Coordinated Cataloging Program)

Key figure at the Library of Congress: Sarah Thomas

First Chair of PCC after Sarah: Brian Schottlaender

Read about PCC's history and impact in <u>Cataloging & Classification Quarterly</u>, Volume 58, Issue 3-4, 2020

PCC is the Program for Cooperative Cataloging. I've noted the website, so you can go and explore it yourselves to obtain detailed information. Today we're going to give an overview and talk about how OCLC is involved in the PCC. And, by extension, how all of you, as OCLC members are represented in the PCC by OCLC's involvement, whether your libraries are specifically PCC members or not.

PCC began as an organization in 1994 as an outgrowth of the CCC and NCCP. Sarah Thomas, who was the Director of Cataloging at the Library of Congress in the early 1990s, helped define the PCC and get it started. She writes about the origins of the PCC in the first article in the Cataloging & Classification Quarterly issue listed at the bottom of this slide. She states that a major goal when forming the PCC was to broaden the pool of cataloging records that were acceptable to other libraries as copy cataloging with little to no editing and considered as quality cataloging. The first chair of the PCC after its start was Brian Schottlaender, now the retired director of the UC-San Diego library, well known at the time in cataloging circles with an active history in cataloging and library administration. He also has an article in the CCQ issue on the history of the PCC. I commend that issue to your reading pleasure --- it contains lots of great information.

PCC Chairs & Past Chairs in 2019

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PCC celebrated its 25th anniversary in 2019 at ALA Annual in Washington, DC. These are the chairs and past-chairs who attended that event for the celebration. There are some real notable individuals within the cataloging world; all of them made major contributions to the PCC. That CCQ issue mentioned on that last slide was published as part of the 25th anniversary celebration.

PCC Mission

The PCC promotes the discovery and use of the world's knowledge by supporting metadata producers in library and other cultural heritage communities and by forging alliances with partners who share common goals. PCC members create trusted metadata and support its use and reuse by global communities.

PCC Program for
Cooperative Cataloging
BIBCO / CONSER / NACO / SACO

In addition to the PCC mission statement which is shown on this slide, I want to mention the values that the PCC strives to embody, which are **Collaboration, Innovation, Sharing, Empowerment, Inclusion, and Communication**.

PCC has 4 programs:

- CONSER: Cooperative Online Serials Program

- NACO: National Authority Cooperative

- SACO: Subject Authority Cooperative

- BIBCO: Monographic Bibliographic Record Program

PCC Program for Cooperative Cataloging
BIBCO / CONSER / NACO / SACO

These four programs make up the bulk of the work in which PCC members are engaged. in. They are listed here in the order in which they began. CONSER and NACO both pre-date the formation of PCC and started in the 1970s. SACO and BIBCO were both formed as part of the PCC. We'll include more detailed information for each of these programs later in this presentation.. And, I've again included the PCC logo on this slide, which incorporates the four programs in alphabetical order.

PCC Governance & Organization

- Steering Committee:
  - Melanie Wacker, Columbia University, Chair
  - Jennifer Baxmeyer, Princeton University, Past Chair
  - Isabel Quintana, Harvard University, Chair-Elect
  - Beacher Wiggins, Library of Congress, Permanent Member
  - Cynthia Whitacre, OCLC, Permanent Member

- Policy Committee (aka PoCo)

- 3 Standing Committees: Applications, Standards, Training

PCC is not a legal entity, but is a group of libraries who have agreed to work together to achieve a mission. In terms of governance, there is a Steering Committee, which functions as an executive or administrative committee that oversees the program. Steering consists of 5 individuals including 3 elected librarians (Chair, Past-Chair, and Chair-Elect), a representative of the Library of Congress and a representative of OCLC. The current members are listed on this slide. The Policy Committee, often referred to as PoCo, is the policy making body of PCC. All policy decisions and approval of standards go through Policy. 3 Policy members are elected by PCC member libraries each year to serve 3-year terms, so there are 9 elected members. A chair-elect is elected each year from among elected members of Policy, and that person then serves one year as Chair-Elect,, one year as Chair, and one year as Past Chair. LC and OCLC both have permanent seats on Steering and on Policy. I'm currently serving in that dual role for OCLC. There are also permanent members of Policy from the British Library and from Library & Archives Canada. The chairs of the 3 standing committees, who are appointed to 3-year terms, are also members of Policy. Both Steering and Policy have virtual meetings monthly. Policy also has an extended 2-day meeting annually in November. OCLC has liaisons to all 3 standing committees, which are Applications, Standards, and Training. Stay tuned for more on them later in this presentation.

PCC Governance & Organization

- Operations Committee (aka OpCo)

- Many Task Groups

- Advisory Committees:
  - Linked Data
  - Diversity, Equity, & Inclusion `New`

- LC Secretariat: Led by Judith Cannan, Chief of the Policy, Training, and Cooperative Programs Division

Continuing with PCC Governance & Organization, the Operations Committee, referred to as OpCo, meets annually in May and is not so much a committee as a meeting of the working members of the programs to discuss cataloging issues, and work toward further collaboration and understanding. All PCC member libraries are part of the Operations Committee and may attend OpCo.

Much of the work of the PCC to examine issues and provide policy recommendations happens in task groups, some of which report to PoCo and some of which report to one of the Standing Committees. All policy decisions are approved by PoCo.

There are currently 2 advisory committees: Linked Data, and a brand new one on Diversity, Equity, and Inclusion, which had its first meeting early in this month of March 2021.

And then, very importantly, there are a small number of fabulous Library of Congress staff members who work with the program, keep the PCC website up to date, serve as LC liaisons to the PCC Standing Committees, and provide training and support to the program membership. They are known as the LC Secretariat, and are all part of the division that Judith Cannan leads; she is a forceful and major advocate of PCC within the Library of Congress. The photo is of the Library of Congress Jefferson Building; one that I took the last time I was there in November 2019 for a Policy Committee meeting. All the meetings since then have been virtual.

PCC & OCLC cooperation

- CONSER database lives within WorldCat

- BIBCO records may be contributed to WorldCat

- CONSER authorizations & National Level Enhance (ENN) authorizations for BIBCO within Connexion and the Cataloging CONSER and Cataloging BIBCO roles within Record Manager allow entry and editing of PCC records in WorldCat by members of the CONSER and BIBCO programs

- NACO: OCLC is a NACO node; NACO members may contribute authority records to the LC NAF via OCLC interfaces; NACO members may also edit BIBCO records within Connexion

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Here are some of the ways PCC and OCLC cooperate that are very tangible to member libraries.
The CONSER database's home is WorldCat. All CONSER records are created and maintained within WorldCat and then distributed elsewhere.

Unlike CONSER, BIBCO records do not have one place of residence. The majority of BIBCO records are either created within WorldCat or contributed to WorldCat by a batch process, though there is no requirement for such contribution.

To enable contribution and editing of PCC records, OCLC provides special authorization levels within Connexion and special Cataloging roles within Record Manager.

OCLC is a NACO node, meaning that we have a copy of the LC NAF that may be accessed via Connexion and Record Manager. NACO members may also edit existing BIBCO records within Connexion. More on NACO in a few slides.

Joining PCC

- Any library may join PCC

- No membership fees; program "costs" are the time and resources expended by the member for training and participation

- NACO is the pre-requisite for BIBCO and CONSER

- SACO does not have any pre-requisite

- See the PCC website for information on how to join each program

Just like with OCLC, libraries join rather than individuals. So, it is your institution that would become a PCC member. Thus you need institutional support.

There is no monetary cost to join PCC; however, you do need to devote time and resources to the program if you become a member.

NACO comes first. A library must be independent in NACO to join BIBCO or CONSER. So, NACO is the usual first program that libraries join. SACO does not have such a pre-requisite.

On the PCC website, there is a tab for each program. On the right-hand side of each web–page, there is information on joining the specific program.

If you are interested, you can read about the requirements and make an application to join the PCC. If any of us here at OCLC can answer questions for you about PCC membership, please do ask.

And now I'll turn things over to my colleague Luanne Goodson to provide more detail about NACO and SACO.

NACO - Name Authority Cooperative Program

◊ Participants contribute new and modified authority records for agents, places, works, and expressions to the LC/NACO Authority File

◊ LC/NACO Authority File, available in Connexion and Record Manager, is the local authority file of the Library of Congress

◊ OCLC maintains a copy of the LC/NACO Authority File available in OCLC cataloging products

Hello, I am Luanne Goodson OCLC's NACO liaison.

NACO Nodes must, among other requirements, have the ability to hold a copy of the 8 million-record LC/NACO Name Authority File, often referred to as just plain Authority File.

OCLC cataloging users who have NACO capabilities add and edit name authority records and series authority records in the Authority File that are then contributed to LC. LC compiles contributions from all participating institutions, and their own staff, adds their Timestamp to Field 005 and then distributes that combined file to all NACO Nodes. This ensures all copies of the LC/NACO Name Authority File are kept in sync.

Because this process takes on average 48-72 hours to complete, the contributed records must remain locked, unlike with WorldCat bibliographic records. The lock prevents anyone from editing the record until the contributed record is distributed by LC.

NACO - Name Authority Cooperative Program

◊ Catalogers use the LC/NACO Authority File to find authorized access points for use in WorldCat records. Use of these standardized headings improves discovery, enables machine maintenance, and is the foundation of OCLC's headings control

◊ OCLC is continuously developing tools and processes to support and improve users' participation in NACO as well as expanding the uses of the file for all users

◊ Metadata Quality staff provide authority record modifications and corrections for OCLC users who do not participate in NACO

It is understandable that most libraries cannot join NACO but they can still help with improving the Authority File. Metadata Quality staff are all NACO participants and fill requests from users every day. If you encounter an error, or potential duplicates you can send those to AuthFile@oclc.org and we will take care of it.

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NACO - Name Authority Cooperative Program

◊ Majority of NACO participants are OCLC users and includes Metadata Quality staff

◊ Consequently, majority of contributions to the LC/NACO Authority File are from OCLC users. Currently there are approximately 800 OCLC Symbols participating in NACO

◊ Authority records require the use of the MARC Organization Code of the institution submitting authority work. This differs from WorldCat records that use the OCLC Symbol.

Given the large number of PCC participating institutions that contribute via OCLC Connexion and Record Manager it is no surprise that the majority of NACO contributions come from OCLC users. Those users include a wide variety of libraries:

Academic libraries such as University of Pennsylvania, public libraries like Paul Sawyier Public Library in Kentucky

There are many US Federal libraries including at the National Archives. Familiar corporate libraries like Getty Research Institute

As well as National libraries from around the world: Singapore, New Zealand, and South Africa to name just a few.

Anatomy of an Authority Record

```
LDR czn  I
001  oca00383855
008  800213n■ azannaab    ■a aaa
005  20121220170819.0                                    Field 005 Timestamp
010  n  80001140                                         Field 010 LCCN
040  DLC ‡c DLC ‡e rda ‡d DLC ‡d  OCoLC                  Field 040 Cataloging Source
046  ‡f 1815 ‡g 1902
1001 Stanton, Elizabeth Cady, ‡d 1815-1902              Field 1XX Authorized Access Point
370  ‡f Seneca Falls, N.Y.
373  National Woman Suffrage Association (U.S.) ‡2 naf
4001 Cady, Elizabeth, ‡d 1815-1902
4001 Stanton, Lizzie, ‡d 1815-1902                       Field 4XX Variant Access Point
4001 Stanton, E. Cady ‡q (Elizabeth Cady), ‡d 1815-1902
670  NUCMC data from NJ Hist. Soc. for Raritan Bay Union and Eagleswood Milit. Acad. collection, 1836-1973 ‡b (Elizabeth Cady
Stanton)
670  WwWA, 1897-1942 ‡b (Stanton, Elizabeth Cady, 1815-1902; reformer; b. Elizabeth Cady; d. Daniel C. (judge, NY Supreme Ct.) &
Martha (Livingston) Cady (d. James Livingston, Gen'l Washington's staff); m. Henry Brewster Stanton, anti-slavery orator & senator (d.
1887); called 1st Woman's Rights Convent. at Seneca Falls, N.Y., 1848; pres. Nat'l Woman Suff. Assoc.; cand. for Cong., 1868; author)
670  You want women to vote, Lizzie Stanton? c1995.                           Field 670 Sources Found
670  Her To the women of the Empire State, 1859: ‡b t.p., E. Cady Stanton, chairman central committee)
```

This is a typical personal name authority record such as any cataloger would encounter. I've labeled only a few fields for a general overview.

The first is the Timestamp listed in Field 005 as mentioned earlier. The LCCN in Field 010 which is LC's accession number. Following that is the cataloging source in Field 040. You probably recognize the first code, DLC, because it looks just like their OCLC symbol, but with authority records MARC Organization Codes are required and are case-sensitive as shown by the final code which is assigned to OCLC.

For the most part catalogers use authority records to get the authorized access point in the 1XX Field. The variant access points assist with discovery and are supported by information included in the 670 Fields. The sources found are invaluable for determining if the record is for the entity you are seeking.

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SACO - Subject Authority Cooperative Program

Participants submit proposals for additions and changes to
- Library of Congress Subject Headings (LCSH)
- LC Genre/Form Terms (LCGFT)
- LC Demographic Group Terms (LCDGT)
- LC Medium of Performance Thesaurus for Music (LCMPT)
- LC Classification (LCC) schedules.

Subject authority files are view only for OCLC users and staff

PCC considers all NACO participants to be SACO participants, which allows them to follow SACO workflow procedures as explained on their website under SACO Resources

The Subject Authority Cooperative Program (SACO) enables member institutions to submit proposals for additions and modifications to the list provided on the slide.

OCLC cataloging users are welcome to send requests for subject heading modifications and additions to AuthFile@oclc.org and we will forward them to SACO. Or LC has an online form for just such submittals.

Thank you. Cynthia will take it from here

BIBCO: Monographic Bibliographic Record Program

- BIBCO libraries may contribute records in any format except serials

- The BIBCO Standard Record (BSR) sets out what is required for the record to be PCC

- All access points must be backed up with authority records (NACO for names, series, uniform titles and an authorized subject heading from LCSH or another scheme for topical subjects)

- Provider-Neutral Guidelines are crucial for cataloging e-resources

I serve as OCLC's liaison to this program and have since it began in the mid-1990s. There are currently 68 libraries who are BIBCO members and 5 BIBCO funnels. The funnels concentrate on specific subjects, such as the Music BIBCO Funnel, or are based in specific geographic areas, such as the New York/New Jersey BIBCO funnel. Funnels allow libraries to become part of PCC and contribute to programs without the full record contribution commitment of individual library membership. BIBCO is a program of records for any non-serial format. On the slide I mention the BSR, or BIBCO Standard Record, the need for access points backed up by authority records, and the provider neutral guidelines for cataloging e-resources. You can tell a BIBCO record by the "pcc" in the 042 field.

BIBCO Record Example (Excerpt)

- MARC Leader   cam i
- 001   1117342904
- 008   190904s2019   nyu   000 d eng c
- 010 $a 2020286332
- 020 $a 9780573707650
- 040 $a MFM $b eng $e rda $c MFM $d OCLCF $d OCLCA $d DLC
- 042 $a pcc   ⬅
- 050   4 $a PS3603.A442 $b W66 2019
- 100   1 $a Callaghan, Sheila, $e author.
- 245   10 $a Women laughing alone with salad / $c by Sheila Callaghan.
- 264   1 $a New York : $b Samuel French, $c [2019]
- 300 $a 79 pages ; $c 21 cm
- 500 $a Dark comedy for 1 male and 3 female actors.
- 650   0 $a Satirical plays.
- 655   7 $a Satirical literature. $2 lcgft

So, let's look at an example. Please note that many fields have been deleted to allow it to fit on this slide, so the actual record is much fuller. You can tell that the record is a BIBCO record because it is a monograph (Bib lvl: m in the leader) and that it has pcc in the 042 field. The cataloging meets the BSR standard and has access points backed up by authority records. The major reason for OCLC not allowing complete record editing of PCC records by non-PCC members is to assure that access points are not added or changed so that they are no longer backed up by authority records.
Non-PCC members can, though, edit or add quite a few fields in BIBCO records. A chart of the fields is in BFAS Chapter 5.2.3. Jay will cover that in a little more detail later in the presentation.
And now over to Robert for a discussion of CONSER.

CONSER: Cooperative Online Serials Program

- CONSER is the Cooperative Serials Program of the PCC

- Authoritative source for bibliographic records, documentation, and training materials for serials cataloging

- Covers both serials and integrating resources in all formats

- CONSER institutions, including LC, work directly in WorldCat

- New/changed CONSER bibliographic records sent to LC daily

- LC distributes CONSER bibliographic records through CDS

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CONSER: Cooperative Online Serials Program

- Making online changes to CONSER records is limited to CONSER members

- OCLC members can report changes needed on CONSER records to OCLC Metadata Quality

- Since serial publications change over time, record maintenance is a key part of CONSER cataloging

- Over 1.2 million CONSER records in WorldCat (mostly cataloged in English, but 44,000+ cataloged in French contributed by LAC)

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CONSER Bibliographic Records in WorldCat

- CONSER records always have the following elements:

  - BLvl (Leader/07) coded s (serial) or i (integrating resource)

  - Field 010 $a with an LCCN

  - Field 042 $a with one or more authentication codes: isds/c, msc, nlc, nsdp, nst, and/or pcc – other codes possible, but used in combination with these

- CONSER uses more authentication codes in field 042 than BIBCO

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CONSER Authentication Codes

Here are a few of the most common authentication codes:

- pcc – Program for Cooperative Cataloging = full authority control

- msc – CONSER Minimal Authority Application = access points checked, but authority records may not exist for all

- nsdp – National Serials Data Program = assigns ISSN data elements for U.S. serial/integrating resource publications (i.e., ISSN in 022, key title in 222) – can also verify such elements in non-U.S. records

CONSER Record Example

BLvl: s
001   1196155688
010   2020247527
022 0   2765-8856 ‡y 0272-9377 ‡2 1
042   pcc ‡a nsdp
130   0 Colorado magazine (2020)
222   4 The Colorado magazine ‡b (2020. Print)
245 14 The Colorado magazine.
264   1 Denver, Colorado : ‡b History Colorado, ‡c 2020-
300   volumes : ‡b illustrations ; ‡c 28 cm
310   Quarterly
362 1   Began with: Summer 2020.

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PCC Standing Committee on Applications

- Identifies and addresses issues related to applications, technologies, and automated processes in support of PCC

- Focuses on metadata creation, enhancement, management, and use

- For example, SCA developed the PCC standards for records with minimal punctuation

- For more information, including a list of members, see: ***https://www.loc.gov/aba/pcc/sca/***

PCC Standing Committee on Standards

- Develops standards, policies, and application profiles to support the use of metadata
- Works with the Standing Committee on Training to promote standards and keep them current and intelligible
- Partners with the Standing Committee on Applications and other groups to monitor developments and investigate metadata practices
- Collaborates with others to ensure a unified response to metadata issues arising from across the range of PCC activities
- Serves as the funnel through which proposals for RDA Relationship Elements are submitted

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PCC Standing Committee on Standards

The PCC Standing Committee on Standards, one of the three constituent standing committees within the PCC, is charged with:
- Developing and recommending standards, policies, and application profiles to support the efficient creation, maintenance, and use of metadata.
- Working with the Standing Committee on Training to promote adoption of standards, and to keep those standards current and intelligible.
- Partnering with the Standing Committee on Applications and other relevant PCC groups to monitor developments and suggest areas of investigation in metadata practices.
- Collaborating with PCC groups and external partners to ensure a unified response to metadata issues arising from the full range of PCC activities.
- Serving as the funnel through which proposals for RDA Relationship Designators (now called Relationship Elements) are submitted.

My name is Jay Weitz, the OCLC liaison to the PCC Standing Committee on Standards, and I approve this message.

Editing PCC BIBCO Records in WorldCat

- Even non-PCC participants may enrich PCC BIBCO records
  - PCC BIBCO records are coded "pcc" in field 042 and may be Encoding Level blank, 1, 4, or 8

- Full details are in BFAS Chapter 5 under "Enriching BIBCO Records"
  - https://www.oclc.org/bibformats/en/quality.html#editpccrecords
  - PCC CONSER authenticated records for continuing resources may be edited only by participants in the PCC CONSER program

Editing PCC Records in WorldCat

Some catalogers labor under the mistaken impression that they cannot make any changes to PCC records. In reality, however, non-PCC catalogers with replace capabilities have had an ever-expanding ability to enrich PCC BIBCO records in WorldCat for three decades.

In 1991, the Database Enrichment capability was implemented, allowing full mode and higher authorizations to add subject headings and call numbers to records. The ability to add 505 contents notes became part of Database Enrichment in August 1992. Later in 1992, it became possible for full and higher authorizations to add field 300 physical descriptions to CIP records. Allowing Enhance participants to upgrade any CIP record, except for its Encoding Level value of 8, was introduced in 1993. Your ability to edit PCC BIBCO records has grown to include over 90 fields, which are listed in the "Enriching BIBCO Records" section of BFAS Chapter 5.

PCC BIBCO records have field 042 coded "pcc" and Encoding Level (ELvl) coded blank, 1, 4, or 8. The only PCC records that cannot be edited in WorldCat are CONSER authenticated records for continuing resources, which may be edited only by

participants in the PCC CONSER program.

Generally, it is recommended that all non-local edits to a PCC record be made as part of a single replace transaction. To help ensure that WorldCat validation will accept your edits, make certain that your changes are limited to those allowed in the BFAS Chapter 5 table.

PCC Standing Committee on Training

- Identifies the need for training programs aimed at developing cataloging and metadata skills that support the PCC goals for new participants, for PCC trainers, and for continuing education

- Identifies, develops as necessary, and promotes the distribution of easy-to-use documentation in support of PCC goals in collaboration with the Standing Committees on Applications and Standards

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PCC Standing Committee on Training

Training now available:

• Guidelines for Minimally Punctuated MARC Bibliographic Records

https://www.loc.gov/aba/pcc/sct/documents/GuidelinesMinimallyPunctuatedMARC-SCT-2020-01.pptx

• NACO Participants' Manual revision

https://www.loc.gov/aba/pcc/naco/documents/NACOParticipants'Manual-20200708.pdf

The committee has made available the following training within the past year:

•Guidelines for Minimally Punctuated MARC Bibliographic Records

•NACO Participants' Manual revision

PCC Standing Committee on Training

Training now available

• LRM Training English

• LRM Training Spanish Translation

https://www.loc.gov/catworkshop/RDA2020/index.html

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Training is also available in both English and Spanish for the Library Reference Model, or LRM for short.

PCC Standing Committee on Training

Coming soon:

• FAST Training for PCC

• Sinopia Training

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And coming soon we will have the:
•FAST Training for PCC

•Sinopia Training

Questions?

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Senior Metadata
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Thank you!

Next Virtual AskQC Office Hours Topic: Local Data in WorldCat Records

Tuesday, April 13, 2021 9 AM Eastern and Thursday, April 22, 2021 4 PM Eastern

Session links available at oc.lc/askqc

Send cataloging policy questions at any time to askqc@oclc.org

Photo by Eric Rothermel on Unsplash

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