Draft Interim Report

CC:DA Documents Online Repository Task Force

For discussion at Feb. 2024 CC:DA meetings

Background

The current CC:DA blog is hosted on an ALCTS web domain; Core has notified us that they intend to retire this site. CC:DA needs to determine what to do with the information stored there. Options include transferring the content to a new CC:DA blog site with a Core domain, archiving the old blog and starting a new one, or simply relying on ALA Connect moving forward. The Task Force was charged with:

- Identifying a permanent online repository for CC:DA documents;
- Recommending a retention cycle for CC:DA documents, along with best practices for the future;
- Migrating and organizing the documents as appropriate;
- Locating as many historical CC:DA documents as possible;

Work to date

- Task Force members inventoried and gathered as many historical CC:DA documents as possible. Sources included the current CC:DA blog (https://alcts.ala.org/ccdablog/), the ALA Connect CC:DA committee space, and two Internet Archive sites: the old CC:DA wiki (2011-2014), and the CC:DA webspace maintained by John Attig (captured 2003-2013; some documents date from as early as 1995). We identified over 1,000 officially numbered documents, some of which were unique to their domain.
- The Task Force considered document repository options, focusing on ALA Connect and the ALA Institutional Repository (ALAIR).
  - ALA Connect: Documents posted to the CC:DA public site are available under the "Library" tab, which currently contains 15 documents. The Committee's "member's only" Connect space has 33 documents available in its Library tab. Filtering is available by "file type", and folders may be used to categorize documents. Sort options include:
    - Date Created – Descending
    - Title A-Z
    - Title Z-A
    - Most Downloaded
    - Most Viewed.

The search functionality in ALA Connect is basic. A search for CC:DA/M/1567-1585 (the Committee's minutes from Midwinter 2023) says there are 705 results, which includes a document created in 2009. However, trying to page forward after the first ten hits results in an error.
- ALAIR: Core's Metadata and Collections Section has a space on ALAIR. SAC has more than a half-dozen documents posted there currently, including Report of the SAC Working Group on External Review of Library of Congress Vocabularies. The RDA Steering Committee also is using ALAIR for its document repository. Searching by document title and by document numbering is reasonably precise for both of these groups. At this time, the Task Force does not know how the detailed metadata can be provided if we deposit our historical documents in ALAIR.

- Core offered the opportunity to create a LibGuide, but the Task Force does not believe this will meet CC:DA's needs as a repository solution.

Preliminary recommendations
- Use the existing CC:DA document numbering to organize the archived documents. The broad categories would be along these lines:
  - Agendas
  - Minutes
  - Chair documents
  - Webmaster documents
  - Procedural documents
  - JSC/RSC/NARDAC Representative documents
  - CC:DA Task Force documents

    - With subfolders by task force

  - Documents from CC:DA liaisons/representatives or affiliated organizations
  - Documents to support discussion.
- Do not archive the following:
  - CC:DA annual committee rosters
  - Earlier versions of revised agendas
  - Draft minutes
  - Earlier versions of documents reissued with only minor corrections;
  - CC:DA activity reports to a higher body (e.g., CaMMS, Core Metadata & Collections Section)
  - Meeting room request forms for in-person meetings
- Archive the CC:DA documents in ALAIR.
  - Work with Core/ALA representatives to determine how to provide the best quality metadata with the least amount of effort.
- Submit documents to the IR at least twice a year, after the semi-annual CC:DA meetings.

Preliminary questions – seeking CC:DA discussion

1. Is it worthwhile to archive blog/wiki discussions which led to official CC:DA documents? (These are not currently viewable on the blog site.)
2. How should the contact information relating to task force rosters be managed? For example, see https://alcts.ala.org/ccdablog/?p=2603.
3. Are there other categories of documents that should not be archived?
4. Who should be responsible for creating/maintaining CC:DA document numbering?
   o Is the current model documented anywhere?
   o How should we treat documents that have incorrect document numbers?
   o Should we retroactively apply the "standard" numbering pattern to relatively recent documents which did not follow that pattern or have no number at all?
5. [Out of our purview, but…] Does CC:DA want to create a new blog under the Core domain?
   o If so, how would it be used vis-à-vis the ALA Connect spaces?

Respectfully submitted by the Task Force members:
   Richard Guajardo, CC:DA Webmaster, Chair
   Kathy Glennan, Voting Member
   Robert Rendall, Columbia University
   Amanda Ros, CC:DA Past Chair