

## **Cataloging and Metadata Committee Handbook**

(2016 March 24; minor corrections 2016 May 24 and September 30; Responsibilities and Calendar revised 2017 January 25; corrections and minor revisions 2018 April 13; general revisions 2020 April 9)

### Introduction

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 VI. Committees, specifically VI.H.10. Cataloging and Metadata Committee). The Administrative Handbook takes precedence over this document should conflicts arise.

### Table of Contents

- I. Committee Members
    - A. Voting members
    - B. Nonvoting members
  - II. Charges
  - III. Groups within CMC
    - A. Subcommittees
    - B. Task forces
    - C. Task groups
    - D. PCC Music Funnels
  - IV. Responsibilities
  - V. Liaisons and Representatives with ALA
  - VI. Qualifications for Appointment
  - VII. Appointment Procedures
  - VIII. Length of Appointments
  - IX. Resignations and Dismissals
  - X. Conduct
  - XI. Meetings and Programs
  - XII. Absences at MLA Annual Meetings
  - XIII. Absences as ALA Liaisons
  - XIV. Interim Chairs
  - XV. Document Approval Process
  - XVI. Voting
  - XVII. Budget
  - XVIII. Documentation
  - XIX. Communication and Work Tools
  - XX. Archives
- Appendix I: NACO-Music Project Handbook  
 Appendix II: Related Organizations and Groups  
 Appendix III: No Conflict List for Annual Meeting Requests  
 Appendix IV: Sample CMC Calendar  
 Appendix V: Specific Assignments for Task Groups
- I. Committee Members
    - A. Voting members
      - 1. CMC Chair
      - 2. Subcommittee chairs

- a) Chair, Content Standards Subcommittee
  - b) Chair, Encoding Standards Subcommittee
  - c) Chair, Vocabularies Subcommittee
- 3. CMC Incoming Chair
  - a) The CMC Incoming Chair position will only be present on CMC one year out of every four.
- 4. Library of Congress representative(s) from the Music Division and/or Motion Picture, Broadcasting and Recorded Sound Division (MBRS)
- B. Nonvoting members
  - 1. CMC Secretary/Webmaster
  - 2. Incoming Secretary/Webmaster
  - 3. BIBCO Music Funnel Coordinator
  - 4. NACO-Music Project Coordinator
  - 5. SACO Music Funnel Coordinator
  - 6. Music Cataloging Bulletin (MCB) Editor
  - 7. OCLC Representative
    - a) The OCLC Representative also serves as a liaison with each of the three subcommittees

## II. Charges

- A. Cataloging and Metadata Committee charge
  - 1. The Cataloging and Metadata Committee ensures and enhances access to and organization of music and music-related resources based on established and evolving content standards, metadata encoding standards, and vocabularies. The Committee is made up of representatives of the music cataloging and metadata community and represents the interests of this community by sharing our subject expertise in the development and revision of national and international standards and vocabularies for the description of music resources and for the encoding of information about such resources. The Committee maintains active communication with the music cataloging and metadata community and between music catalogers and metadata librarians and the Library of Congress. In addition, the Committee disseminates relevant information on cataloging and metadata to the membership of MLA. The Committee collaborates with the Library of Congress, with committees that are part of the American Library Association, and with other groups in support of the Committee's charge and the mission of the Music Library Association. The Committee and Subcommittee chairs serve as MLA liaisons to relevant groups, particularly those associated with ALA.
- B. Content Standards Subcommittee charge
  - 1. The Content Standards Subcommittee participates in the development and revision of content standards related to description and access for music resources. The Subcommittee recommends MLA policy on the content of descriptive data elements and the formulation and management of authority data. Working through the appropriate channels and groups, the Subcommittee proposes changes to content standards as deemed necessary for access to music resources. The Subcommittee works on other matters deemed pertinent by the Cataloging and Metadata Committee and works with other CMC subcommittees or task groups as

appropriate. The Subcommittee maintains documentation and MLA best practices related to topics specific to the Subcommittee's work.

C. Encoding Standards Subcommittee charge

1. The Encoding Standards Subcommittee participates in the development and revision of metadata encoding standards and data models used to describe music resources. The Subcommittee reviews and evaluates changes and enhancements to encoding standards, giving particular attention to their impact on the music library community. Working through the appropriate channels and groups, the Subcommittee proposes changes to encoding standards and data models as deemed necessary for access to music resources. The Subcommittee recommends MLA practice for the application of metadata standards to music materials. The Subcommittee works on other matters deemed pertinent by the Cataloging and Metadata Committee and works with other CMC subcommittees or task groups as appropriate. The Subcommittee maintains documentation and MLA best practices related to topics specific to the Subcommittee's work.

D. Vocabularies Subcommittee charge

1. The Vocabularies Subcommittee participates in the development and revision of controlled vocabularies applicable to music resources. Such vocabularies include subject, genre, form, medium of performance, types of composition, and other controlled lists of terms. The Subcommittee recommends MLA practice for the assignment of controlled vocabulary terms and recommends changes and additions to vocabularies as deemed necessary. The Subcommittee also represents music librarians' interests in the development of music-related portions of classification schemes. The Subcommittee works on other matters deemed pertinent by the Cataloging and Metadata Committee and works with other CMC subcommittees or task groups as appropriate. The Subcommittee maintains documentation and MLA best practices related to topics specific to the Subcommittee's work.

III. Groups within CMC

A. Subcommittees

1. CMC recommends creation of subcommittees as the need arises, with the approval of the Board.
2. The MLA President appoints subcommittee members upon recommendation from CMC.

B. Task Forces

1. Formal Task Forces

- a) CMC may request the formation of formal task forces from the MLA President and the Board. Formal task forces are created and appointed by the President, in consultation with the Board of Directors, to perform charges as defined in letters of appointment. Each task force is by definition ad hoc, and shall continue in existence until its purpose is accomplished or the President, in consultation with the Board of Directors, discharges it.
- b) Formal task forces study a specific problem or complete a specific task or set of tasks, generally within a specified time frame.

- c) Formal task forces may require a budget, specified meeting spaces at the Annual Meeting, and should be included in the official MLA Administrative Structure. These include joint task forces with outside organizations, such as OLAC.
    - d) The MLA President appoints the MLA members of the task force, in consultation with the CMC Chair. The task force chair normally comes from the CMC or one of its subcommittees, or has recently rotated off of a CMC group. Task force members are not required to serve concurrently as a member of a CMC subcommittee. Members of formal task forces receive official appointment letters.
  - 2. Working Groups
    - a) The CMC Chair may appoint working groups made up primarily of CMC subcommittee members without Board approval.
    - b) Working groups study a specific problem or work on a specific task or tasks, within a general time frame.
    - c) Working groups may be used when specific expertise is needed to work on a given problem or task and that expertise may or may not be found within the committee membership. Working groups may also be used when turnover due to term limits would be problematic for subcommittee task groups.
- C. Task Groups
1. CMC utilizes smaller, ad hoc task groups as needed to distribute responsibility for discrete parts of the subcommittee's work; task groups often have more narrowly defined purposes and durations than task forces.
  2. Task groups are created by subcommittee chairs in consultation with the CMC Chair.
  3. Task groups are generally made up of members from within a single subcommittee, though they may include members from other subcommittees as needed, with the pre-approval of both subcommittee chairs. A CMC subcommittee member interested in the work of another subcommittee's task group should contact the chair of that subcommittee if they wish to be part of the task group. In certain cases, task groups may also include MLA members outside of CMC or members from outside organizations, as appropriate.
  4. Task groups may be led by subcommittee chairs or by leaders appointed by subcommittee chairs. Leaders of task groups are encouraged to report on the activities of the task group during the business meeting of the subcommittee.
  5. Subcommittee chairs may provide oversight for their task groups' work to ensure the work is being completed.
  6. Task groups are intended to handle discrete parts of a subcommittee's work. Task groups may do short-term work or permanent, ongoing work.
  7. Some task groups may be ongoing, although their membership will change as CMC membership changes.
  8. For specific tasks assigned to the leaders of certain task groups, see Appendix V. Specific Assignments for Task Groups.
  9. Communication

- a) Task groups, membership, and task lists should be posted on the wiki to allow other members of CMC to follow the work being done by various groups. Task group discussions should also be held on the wiki as much as possible, in the interest of transparency and also as a means of archiving the work being done by CMC.

#### D. PCC Music Funnels

- 1. CMC hosts three music funnels of the Program for Cooperative Cataloging (PCC): The BIBCO Music Funnel, NACO-Music Project, and SACO Music Funnel. The funnels are distinct entities which are officially part of the PCC. The three funnel coordinators are nonvoting, ex officio members of CMC.

#### IV. Responsibilities

- A. "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 VI.A-G are carried out; and that committee members are kept fully advised of and involved in all committee activities." (MLA Administrative Handbook, Section VI. C). Normally, individuals only hold one appointment to a CMC subcommittee at a time.

#### B. CMC Chair

##### 1. Administrative tasks

- a) Follow the CMC calendar, and oversee timing for CMC and subcommittee work;
- b) Periodically review all CMC-related administrative descriptions and charges (Administrative Structure, Administrative Handbook, CMC website, etc.), ensuring that they are up-to-date and consistent, including the list of CMC liaisons and representatives on the MLA website;
- c) Track and distribute documents;
- d) When requested (usually mid-spring), prepare estimates for Classification Web subscription and ALA travel in coordination with CMC liaisons and submit CMC budget to MLA Fiscal Officer (one of the MLA Board members-at-large);
- e) Following each ALA conference, submit travel expenses via a request for payment (RFP) to the MLA Administrative Officer;
- f) Each January or February, submit RFP for Classification Web subscription to the MLA Administrative Officer and ensure renewal;
- g) Coordinate submissions to the MLA Archives;
- h) Provide content for and oversight of the CMC website;
- i) Maintain the CMC Handbook.

##### 2. Membership tasks

- a) Maintain roster of current members and their terms on the CMC website and wiki and the Your Membership (YM) directory on the MLA website; maintain roster of subscribers to CMC electronic mailing lists;
- b) Provide the MLA Administrative Officer (AO) and President with an updated version of the CMC membership list following the Annual

Meeting and whenever updates are needed; the AO and President communicate the updates to the MLA Business Office;

- c) Issue one or more calls for CMC subcommittee applicants on MLA-L prior to Annual Meeting;
  - d) Make recommendations for appointments in consultation with CMC voting members;
  - e) Process resignations by preparing letters;
  - f) Write thank you letters for service to retiring CMC subcommittee and task force members.
3. Conference tasks
- a) Lead planning for program sessions;
  - b) Coordinate co-sponsoring of program sessions as appropriate;
  - c) Collaborate in planning for pre-conference workshops as appropriate;
  - d) Submit program proposals when requested by the Program Committee, including equipment requests as needed, using the no-conflict list in Appendix III as a guide;
  - e) Submit business meeting requests for CMC, subcommittees, task forces, and the PCC Music Funnel Participants' Meeting when requested by the Program Committee, including equipment requests as needed, using the no-conflict list in Appendix III as a guide;
  - f) When the preliminary program for the Annual Meeting is published, check all CMC-sponsored and co-sponsored programs, CMC business meetings, and the PCC Music Funnel Participants' Meeting to make sure there are no conflicts; report any conflicts immediately to the Program Chair and work with them on possible solutions;
  - g) Coordinate preparation of CMC-sponsored programs as needed, including submitting requests for honoraria and reimbursement for outside speakers;
  - h) Announce CMC-related program sessions and meetings on MLA-L and the CMC blog;
  - i) Call for volunteers from CMC to write summaries of CMC-sponsored programs at the Annual Meeting.
  - j) Prepare the CMC business meeting agenda for Annual Meeting, coordinating with subcommittee chairs and the other CMC committee members; post agenda on the CMC blog.
4. Leadership
- a) Advocate for music cataloging and metadata interests and needs within and beyond MLA;
  - b) Creatively navigate the relationships between CMC and other groups within and beyond MLA;
  - c) Coordinate planning and scheduling of webinars with ALA;
  - d) Coordinate the work of the subcommittees;
  - e) Encourage collaboration among subcommittees, task forces, and task groups;

- f) Be a resource for subcommittee chairs, answering questions and suggesting directions or collaborations as appropriate;
  - g) Make work assignments as needed;
  - h) Lead discussions, both online and in person;
  - i) Lead and coordinate responses to requests for feedback from outside organizations and individuals, and provide summaries of comments and/or written reports;
  - j) Adhere to CMC and MLA policies for conduct (see section X. of this handbook);
  - k) Actively work with the Incoming Chair to provide sufficient orientation to the duties of Chair.
5. Communication
- a) Prepare the CMC annual report, including goals for the coming year and progress on past goals;
  - b) Compile quarterly reports, with input from subcommittee and task force chairs, keeping in mind Board Action Items that may be needed;
  - c) Send quarterly and annual reports to the Board and the CMC Secretary/Webmaster for publication;
  - d) Following the MLA Annual Meeting, send summaries of CMC-sponsored program sessions and CMC business meetings to the CMC Secretary/Webmaster, the MCB Editor, and the MLA Newsletter Editor;
  - e) Post relevant reports, papers, and other communications to the CMC blog;
  - f) Inform the Board of CMC position papers, policy statements, etc. to be presented in or submitted to a national or international forum, such as ALA or IFLA;
  - g) Inform the Board of the depth and breadth of CMC activities;
  - h) Post messages on MLA-L announcing CMC liaison responsibilities prior to each ALA meeting;
  - i) Share reports from the MLA liaisons to ALA through publication on the CMC website and CMC blog and in the MCB and the MLA Newsletter;
  - j) Prepare other written reports as requested by the Board;
  - k) Communicate to the MLA membership issues of broader concern, in coordination with subcommittee and task force chairs;
  - l) Make screencasts as needed, in consultation with other CMC members;
  - m) Promote CMC website and resources on appropriate electronic mailing lists and social media and monitor those venues for music cataloging questions and discussions;
  - n) Field and delegate questions from MLA membership and broader cataloging community.
6. Liaison tasks
- a) Become a member of ALA and Core; attend cataloging- and metadata-related meetings at ALA Annual and other conferences

as appropriate, especially those of the Program for Cooperative Cataloging (PCC);

- b) Articulate the perspective of the music cataloging and metadata community as appropriate and necessary;
  - c) Staff the MLA exhibit table at ALA meetings for 1-2 hours, as applicable and as time permits;
  - d) Write a report of sessions attended and share along with other ALA reports.
- C. CMC Incoming Chair
- 1. Assist the current CMC Chair with tasks as applicable.
  - 2. The Incoming Chair does not have ALA liaison duties until becoming Chair.
- D. Subcommittee Chairs
- 1. Administrative tasks
    - a) Predict travel budgets;
    - b) Submit travel expenses;
    - c) Coordinate and oversee the subcommittee's portion of the CMC website (in consultation with the CMC Chair) and wiki.
  - 2. Membership tasks
    - a) Maintain roster of current members, their terms, and task group assignments on the CMC website and wiki;
    - b) Make recommendations for subcommittee appointments;
    - c) Process resignations.
  - 3. Conference tasks
    - a) Coordinate program and business meeting requests for the subcommittee with the CMC Chair, including equipment needs;
    - b) Prepare business meeting agendas and post on the CMC blog.
  - 4. Leadership
    - a) Make work assignments, including task group assignments and selection of task group leaders as needed;
    - b) Prepare discussion papers and proposals when requested or when needed, in coordination with the CMC Chair and other subcommittee chairs;
    - c) Lead discussions, both online and in person;
    - d) Prepare MLA responses to requests for feedback from outside organizations and individuals, and provide summaries of comments and/or written reports;
    - e) Provide feedback on CMC documentation, proposals, and requests for comments.
    - f) Adhere to CMC and MLA policies for conduct (see section X. of this handbook).
  - 5. Communication
    - a) Provide information to CMC Chair about subcommittee activities and action items for quarterly reports to the Board;
    - b) Prepare subcommittee portion of CMC annual report;
    - c) Report on the subcommittee's work at the CMC business meeting during the MLA Annual Meeting;



- d) Prepare a written summary of the subcommittee's business meeting following the MLA Annual Meeting;
  - e) Communicate ALA reports, including discussion papers and proposals submitted, to the MLA membership;
  - f) Post relevant reports, discussion papers, and other communications to the CMC blog;
  - g) Make screencasts as needed, in consultation with CMC Chair and other CMC members;
  - h) Field and delegate questions from MLA membership.
6. Liaison tasks
- a) Become a member of ALA and Core; attend cataloging- and metadata-related meetings at ALA Annual and other conferences as assigned;
  - b) Articulate the perspective of the music cataloging and metadata community as appropriate and necessary;
  - c) Vet subcommittee-initiated discussion papers or proposals with CMC members and present them at MLA and ALA meetings;
  - d) Staff the MLA exhibit table at ALA meetings for 1-2 hours, as applicable and as time permits;
  - e) Provide a written report from assigned meetings and sessions attended at ALA conferences to the CMC Chair;
  - f) Notify the appropriate ALA committee chair of successor as MLA liaison;
  - g) Provide orientation for incoming chair, including ALA orientation and expectations of MLA liaison.
  - h) Content Standards Subcommittee Chair
    - (1) CMC prefers that the CSS Chair be a member of the RSC Music Working Group. See the RMWG section in Appendix II for more information. This responsibility does not involve extra travel, as the group's work is handled entirely online or during the MLA Annual Meeting.

#### E. Task Force Chairs

1. The following responsibilities apply to chairs of formally appointed task forces.
2. Administrative tasks
  - a) Provide updates for the task force's portion of the CMC website and wiki as needed;
  - b) Task force chairs may be added as an ex-officio member to the subcommittee most closely related to the work of the task force. This is meant to facilitate communication between groups that are working on similar tasks.
3. Conference tasks
  - a) Coordinate program and business meeting requests for the task force with the CMC Chair, including equipment needs;
  - b) Prepare business meeting agendas.
4. Leadership
  - a) Make work assignments;
  - b) Lead discussions, both online and in person;

- c) Participate in CMC committee discussions as appropriate to provide observations from the perspective of the task force;
  - d) On behalf of MLA and CMC, collaborate with outside organizations as needed, in coordination with the CMC Chair and other CMC subcommittees, task forces, and members;
  - e) Adhere to CMC and MLA policies for conduct (see section X. of this handbook).
5. Communication
- a) Provide information to CMC Chair about task force activities and action items for quarterly reports to the Board;
  - b) Prepare task force portion of CMC annual report;
  - c) Report on the task force's work at the CMC business meeting during the MLA Annual Meeting;
  - d) Prepare a written summary of the task force's business meeting following the MLA Annual Meeting;
  - e) Provide periodic updates on task force work to the MLA membership as appropriate, in coordination with the CMC Chair;
  - f) Post relevant reports, discussion papers, and other communications to the CMC blog;
  - g) Field questions from MLA membership about the work of the task force.
- F. Secretary/Webmaster
1. Take minutes at CMC business meeting(s) and provide a written transcription within one month following the Annual Meeting;
  2. Proactively update and organize the content on the CMC website, in consultation with the CMC Chair and subcommittee chairs;
  3. Work with the MLA Web Manager as needed to problem-solve website issues and to develop functionality;
  4. Serve as an ex-officio member of the MLA Web Committee;
  5. Working with the ALA managing editor for the RDA Toolkit, learn the RDA Toolkit content management system.
  6. Enter updates in the RDA Toolkit for the *Best Practices for Music Cataloging Using RDA and MARC21* in consultation with the Content Standards Subcommittee Chair and according to the deadlines set by ALA.
  7. Adhere to CMC and MLA policies for conduct (see section X. of this handbook);
  8. Provide orientation for the Incoming Secretary/Webmaster.
- G. Incoming Secretary/Webmaster
1. Assist the current Secretary/Webmaster with tasks as applicable.
- H. Subcommittee Members
1. Actively participate in group discussions, both online and in person, drawing on personal experience, skills and knowledge;
  2. Volunteer for at least one task group of the subcommittee of which one is a member; members are encouraged to volunteer for more than one task group providing they can commit to the additional work;
  3. Take assignments seriously and complete them in a timely fashion;

4. Provide feedback on documentation, proposals, and requests for comments;
  5. Adhere to CMC and MLA policies for conduct (see section X. of this handbook);
  6. Attend MLA Annual Meetings in person to the best of one's ability; permissible exceptions include absence of funding from one's institution, family emergencies, and personal health issues.
- I. Task Force Members
1. Actively participate in group discussions, both online and person, drawing on personal experience, skills and knowledge;
  2. Take assignments seriously and complete them in a timely fashion;
  3. Provide feedback on documentation, proposals, and requests for comments;
  4. Adhere to CMC and MLA policies for conduct (see section X. of this handbook);
  5. Attend MLA Annual Meetings in person to the best of one's ability.
- J. BIBCO Coordinator, NMP Coordinator, SACO Coordinator, MCB Editor, LC Representative, and OCLC Representative
1. All
    - a) Prepare brief annual report (written and/or oral) for the CMC business meeting during the MLA Annual Meeting;
    - b) Provide feedback on CMC documentation, proposals, and requests for comments;
    - c) Coordinate and oversee the funnel's portion of the CMC website (in consultation with the CMC Chair);
    - d) Adhere to CMC and MLA policies for conduct (see section X. of this handbook).
  2. BIBCO Music Funnel Coordinator
    - a) Train new participants, or arrange for other training;
    - b) Review the work of the funnel members and coordinate review by members who have achieved independence;
    - c) Recruit and arrange for the participation of new BIBCO Music Funnel members (submitting application forms to BIBCO);
    - d) Keep the directory of BIBCO Music Funnel participants updated;
    - e) Serve as co-owner of the funnel listserv;
    - f) Compile funnel statistics at least twice a year;
    - g) Serve as principal BIBCO Music Funnel contact with the PCC Secretariat;
    - h) Serve as the BIBCO Music Funnel's institutional representative to PCC (relaying questions from the BIBCO Music Funnel to BIBCO, exercising PCC voting privileges on behalf of the BIBCO Music Funnel);
    - i) Serve as a nonvoting, ex officio member on the MLA Cataloging and Metadata Committee;
    - j) Serve as an ex officio member of the CMC Content Standards Subcommittee.
  3. NACO-Music Project Coordinator
    - a) See Appendix I. section VI.B. for a list of NMP Coordinator tasks.

4. SACO Music Funnel Coordinator
  - a) Encourage development of music vocabularies (LCMPT, music portions of LCSH and LCGFT) through participation in the SACO Music Funnel;
  - b) Work with persons submitting new terms and assist with proposal development;
  - c) Submit music subject, genre, and medium of performance proposals from the Funnel to the Library of Congress via Minaret;
  - d) Serve as SACO Music Funnel contact with the LC Music Division and LC policy office;
  - e) Serve as the SACO Music Funnel's institutional representative to PCC (exercising PCC voting privileges on behalf of the SACO Music Funnel);
  - f) Serve as an ex officio member on the MLA Cataloging and Metadata Committee;
  - g) Serve as an ex officio member of the CMC Vocabularies Subcommittee;
  - h) Provide a report to the Vocabularies Subcommittee during their business meeting at the MLA Annual Meeting;
  - i) Keep an updated list of contributors to the SACO Music Funnel;
  - j) Serve as coordinator for a listserv or other means of communication among funnel contributors as needed.

V. Liaisons and Representatives with ALA

- A. The CMC subcommittee chairs have concurrent assignments as official MLA liaisons to three ALA committees:
  1. Chair, Content Standards Subcommittee is liaison to:
    - a) Cataloging Committee: Description and Access (CC:DA)
  2. Chair, Encoding Standards Subcommittee is liaison to:
    - a) MARC Advisory Committee (MAC)
  3. Chair, Vocabularies Subcommittee is liaison to:
    - a) Subject Analysis Committee (SAC)
- B. Additionally, the CMC Chair and subcommittee chairs attend the following ALA meetings as MLA representatives as schedules permit. These sessions include but are not limited to:
  1. CMC Chair
    - a) PCC At-Large Meeting
    - b) PCC Participants' Meeting
  2. Content Standards Subcommittee Chair
    - a) RDA Forum
  3. Encoding Standards Subcommittee Chair
    - a) LC BIBFRAME Update Forum
    - b) MARC Formats Transition Interest Group
    - c) Metadata Interest Group
  4. Vocabularies Subcommittee Chair
    - a) Faceted Subject Access Interest Group
    - b) SAC Subcommittee on Faceted Vocabularies
  5. Responsibility for reporting rotates among the chairs, depending on travel itineraries and meeting schedules:

- a) Authority Control Interest Group (ACIG)
- b) CaMMS Forum
- c) Online Audiovisual Catalogers' Cataloging Policy Committee (CAPC).

C. Liaisons may also serve on related ALA subcommittees or task forces as appropriate.

## VI. Qualifications for Appointment

### A. CMC Chair

1. Member-in-good-standing of MLA national.
2. Ability to attend the MLA Annual Meeting to lead CMC meetings.
3. Ability to attend the ALA Annual conference and other conferences as assigned to participate as one of MLA's representatives.
4. Strong professional interest in music cataloging and metadata standards and awareness of current professional issues and developments.
5. Strong leadership, diplomatic, organizational, interpersonal, and oral and written communication skills.
6. Ability and willingness to use technology in the work of the committee (e-mail, listservs, wikis, blogs, etc.).
7. Willingness to subscribe to and read electronic mailing lists that support committee topics; willingness to use teleconferencing software.
8. Previous experience chairing a CMC subcommittee strongly preferred.

### B. Subcommittee Chairs

1. Member-in-good-standing of MLA national.
2. Ability to attend the MLA Annual Meeting to lead subcommittee meetings and actively participate in CMC meetings.
3. Ability to attend the ALA Annual conference and other conferences as assigned to participate as one of MLA's representatives.
4. Ability to represent the music community's viewpoint in national meetings, both orally 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, interpersonal, and oral and written communication skills.
7. Ability and willingness to use technology in the work of the committee (e-mail, listservs, 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. Task Force Chairs

1. Member-in-good-standing of MLA national.
2. Ability to attend the MLA Annual Meeting to lead task force meetings and actively participate in CMC meetings.
3. Ability to represent the music community's viewpoint nationally.
4. Specific professional interest in task force business and a particular skill, area of expertise, or point of view to contribute to task force deliberations.

5. Strong leadership, diplomatic, organizational, interpersonal, and oral and written communication skills.
  6. Ability and willingness to use technology in the work of the committee (e-mail, listservs, wikis, blogs, etc.).
  7. Willingness to subscribe to and read electronic mailing lists that support task force topics; willingness to use teleconferencing software.
  8. Previous or current experience on the most closely related subcommittee desirable but not required.
- D. Secretary/Webmaster
1. Member-in-good-standing of MLA national.
  2. Ability to attend the MLA Annual Meeting to take minutes of CMC meetings.
  3. Excellent written communication skills and strong organizational and interpersonal skills.
  4. In-depth understanding of the terminology and concepts used and discussed by the committee.
  5. Ability to record detailed information accurately and completely.
  6. Strong technological skills and ability to learn new technologies quickly.
  7. Demonstrated familiarity with web programming similar to that used on the MLA and CMC websites.
  8. Ability and willingness to use technology in the work of the committee (website management programs, e-mail, listservs, wikis, blogs, etc.)
- E. BIBCO, NACO, and SACO Coordinators; MCB Editor; LC Representative(s); OCLC Representative
1. All
    - a) Beyond qualifications required for appointment to the position itself:
    - b) Member-in-good-standing of MLA national.
    - c) Ability to attend and participate in CMC meetings at the MLA Annual Meeting.
    - d) Ability and willingness to use technology in the work of the committee (e-mail, listservs, wikis, blogs, etc.).
    - e) Willingness to regularly respond to queries for input or expertise.
  2. BIBCO Music Funnel Coordinator
    - a) NACO independent status via the NACO-Music Project. The BIBCO Music Funnel Coordinator should be independent for names and name-titles.
    - b) Independent in BIBCO for music formats, or willing to participate in training and become independent in order to lead the funnel.
    - c) Experience creating bibliographic records using RDA.
    - d) Familiarity with the BIBCO Standard Record and its application to music materials.
    - e) Familiarity with the MLA Best Practices for Music Cataloging.
    - f) Institutional support to organize, train, and coordinate the work of participants in contributing BIBCO-level monographic records for music materials.
    - g) Demonstrated organizational and interpersonal skills.
    - h) Excellent oral and written communication skills.

3. NACO-Music Project Coordinator
  - a) See NMP Handbook section VII.A.
4. SACO Music Funnel Coordinator
  - a) Experienced SACO contributor.
  - b) Willingness to attend ongoing SACO training as needed.
  - c) Institutional support to organize, train, and coordinate a group of librarians to contribute subject, genre, and medium proposals to the Library of Congress.
  - d) Demonstrated organizational and interpersonal skills.
  - e) Excellent oral and written communication skills.

F. Subcommittee and Task Force Members

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

VII. Appointment Procedures

A. CMC Chair/CMC Incoming Chair

1. The outgoing CMC Chair recommends a successor to CMC for consideration as Incoming Chair. The candidate normally has previous experience chairing a CMC subcommittee or task force. After CMC approval, the CMC Chair submits the recommendation to the MLA President to finalize the appointment in consultation with the MLA Board. The recommendation should be made and approved well in advance of the MLA Annual Meeting after which the Incoming Chair's term begins.

B. Subcommittee Chairs

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

C. Subcommittee Members

1. Normally, the CMC Chair announces openings on subcommittees on MLA-L and at an appropriate CMC-sponsored program meeting during the MLA Annual Meeting.
2. 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. CMC

encourages MLA members who are interested in more than one CMC subcommittee to apply to each one separately. Names of interested members not selected are not carried forward formally from year to year, so applicants who were not selected the previous year should apply again if they wish to be considered.

3. In an executive session during the CMC business meeting at the Annual Meeting, the CMC 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 CMC Chair then recommends the names of potential appointees to the MLA President.
4. CMC subcommittees have no standard number of members. The subcommittee chair, in consultation with the CMC 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.
5. In exceptional cases, the application and appointment process for annual subcommittee appointments may take place electronically, following the approval guidelines above.
6. Mid-year appointments
  - a) If a subcommittee member position becomes open due to the resignation or dismissal of a subcommittee member, the Subcommittee Chair may request a mid-year appointment of a new subcommittee member as a replacement.
  - b) The CMC Chair announces the opening on MLA-L along with a due date for applications.
  - c) Interested MLA members must apply in writing (via email) to the Subcommittee Chair or CMC Chair and must include specific information about their particular interest in serving on the subcommittee and what they could contribute.
  - d) Via confidential email discussion, the CMC Chair and subcommittee chairs discuss the applications and vote on a new subcommittee member. The CMC Chair then recommends the name of the appointee to the MLA President for official appointment to the subcommittee.

#### D. Task Force Members

1. Formal Task Forces
  - a) The application and appointment process for formal task forces may take place electronically, following the approval guidelines above for subcommittee members. After CMC approval, the CMC Chair submits the recommendations to the MLA President to finalize the appointments.
2. Working Groups
  - a) The CMC Chair may appoint working groups, in consultation with the subcommittee chairs.
3. CMC task forces have no standard number of members. The CMC Chair, in consultation with the rest of CMC, determines the necessary number of members.



- E. LC Representatives
    1. The committee and each subcommittee have at least one Library of Congress Representative from the Music Division and/or Motion Picture, Broadcasting and Recorded Sound Division (MBRS) who is appointed by the MLA President upon recommendation from the Library of Congress. Generally, no group will have more than two LC representatives.
  - F. CMC Secretary/Webmaster
    1. The CMC Chair announces the opening on MLA-L and asks for written applications. CMC assesses the applicants and makes a final recommendation. After CMC approval, the CMC 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 after which the Incoming Secretary/Webmaster's term begins.
  - G. MCB Editor
    1. The MCB Editor is appointed by the MLA President in consultation with the MLA Board. CMC does not make a recommendation for MCB Editor.
  - H. OCLC Representative
    1. The committee and each subcommittee have an OCLC representative who is appointed by the MLA President upon recommendation of the institution.
  - I. PCC Coordinators (BIBCO Music Funnel Coordinator, NACO-Music Project Coordinator, SACO Music Funnel Coordinator)
    1. The CMC Chair issues a call for applicants for the coordinator position. After approval by the voting members of CMC, in consultation with the non-voting CMC members, the CMC Chair forwards the Committee's recommendation to the MLA President to finalize the appointment.
    2. A call for applicants for the coordinator position is sent out at the end of each coordinator's five-year term. If the current coordinator wishes to continue, they can and should apply again.
    3. Recommendations for funnel coordinator appointments should be made well in advance of the MLA Annual Meeting after which the coordinator's term will begin.
    4. This process was approved by the MLA Board during their July 29, 2014 meeting.
- VIII. Length of Appointments
- A. Committee chair
    1. The CMC Chair is appointed for a total term of four years. The incumbent serves as Incoming Chair for one year, succeeding to the position of Chair for three additional years.
    2. CMC does not have a Past Chair; however, former chairs are encouraged to support the current chair if approached for assistance.
  - B. Subcommittee chairs normally serve four consecutive years. The four-year clock restarts when a subcommittee member becomes a subcommittee chair.
  - C. Subcommittee members normally serve four consecutive years. In exceptional situations, CMC may recommend a one-year extension of a particular subcommittee member's term. Also in exceptional situations, CMC may also recommend an appointment shorter than four years if specific expertise is

needed on a particular subcommittee and the new member does not wish a full four-year term. Mid-year appointed subcommittee members usually carry out the remainder of the term for the member they have replaced.

- D. The CMC Secretary/Webmaster is appointed for a total term of four years and may apply for reappointment. In the final year of the person's final term, a new Secretary/Webmaster is appointed as Incoming Secretary/Webmaster for one year, succeeding to the position of Secretary/Webmaster for three additional years.
  - E. PCC Coordinators (BIBCO Music Funnel Coordinator, NACO-Music Project Coordinator, SACO Music Funnel Coordinator)
    - 1. PCC funnel coordinators are appointed for five-year terms, which are renewable twice. A coordinator may serve a maximum of three successive terms (a total of fifteen years) in the same funnel coordinator position.
    - 2. This process was approved by the MLA Board during their July 29, 2014 meeting.
  - F. MCB Editor serves for the duration of his/her editorial duties, normally five consecutive years.
  - G. Representatives from the Library of Congress and OCLC are recommended by their organizations; no standard term length.
  - H. Task force members are appointed for the duration of their charge.
- IX. Resignations and Dismissals
- A. Resignations of Committee members
    - 1. The member composes a message addressed to the CMC Chair and the MLA President.
    - 2. The MLA President prepares a written letter of acknowledgment to the individual (with a copy to the CMC Chair) for his/her contributions and service to MLA.
  - B. Resignations of subcommittee and task force members
    - 1. The member composes a message to the subcommittee or task force chair.
    - 2. The chair forwards a copy of the written resignation to the CMC Chair.
    - 3. The CMC 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. Dismissals
    - 1. Inactivity
      - a) If a subcommittee member has demonstrated consistent inaction and has not been participating in the work of the subcommittee, the Subcommittee Chair may report that member to the CMC Chair. The CMC Chair may offer the subcommittee member one or more of three options at the Chair's discretion:
        - (1) Become active in the subcommittee's work;
        - (2) Resign membership at the end of current membership year;
        - (3) Resign membership immediately.
      - b) Per the MLA Administrative Handbook (VI. 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.”

2. Mandatory termination of service
  - a) If a CMC committee, subcommittee, or task force member ceases to be a MLA member-in-good-standing by the time of the Annual Meeting (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 CMC Chair write a letter of acknowledgment to the individual for his/her service.
  - b) Any individual found in violation of the MLA Non-Discrimination and Anti-Harassment Policy will be dismissed. See section X.

#### X. Conduct

- A. All CMC members will abide by the MLA Non-Discrimination and Anti-Harassment Policy found in Appendix B of the MLA Administrative Handbook. Any individual found in violation of the policy will be dismissed from CMC.
- B. All CMC members should conduct themselves in a respectful manner toward all other members, both online and in person, regardless of position or perceived level of experience.
- C. Conduct during meetings: Members of the specific subcommittee, task force, or committee holding the meeting are encouraged to speak freely, or as advised by the chair when multiple people wish to speak. Visitors to the meeting who are not members of the specific group may speak once recognized by the subcommittee or committee chair.

#### XI. Meetings and Programs

- A. CMC business meeting(s)
  1. At least one CMC meeting is held at every MLA Annual Meeting. The CMC Chair convenes and conducts the meeting(s).
  2. A majority of voting members (in most years, three out of five) constitute a quorum.
  3. CMC business meeting agendas may include: correction and approval of the previous year's minutes; reports from the CMC 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 CMC 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.
- B. Subcommittee and task force business meetings
  1. Subcommittees and task forces are convened by their chairs.
  2. Business meeting requests for subcommittees and task forces are submitted by the CMC Chair.
  3. Guests may attend subcommittee and task force business meetings and may speak upon recognition from the Chair.
- C. Programs
  1. The Program Committee determines which CMC-proposed/sponsored meetings will occur at each MLA Annual Meeting. At a minimum, CMC

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. This meeting is guaranteed in the MLA Convention Manual, section 2.0 Program Committee, Program Ideas.

2. CMC may propose additional program meetings as appropriate.
3. Note: Pre-conference workshop proposals have traditionally been reviewed by the Education Committee rather than the Program Committee.

## XII. Absences at MLA Annual Meetings

### A. Chair

1. The Chair may designate another voting member to act as temporary Chair. If an Incoming Chair is appointed and present, the Incoming Chair serves as Chair.
2. If the Chair is unexpectedly absent, the voting members shall designate one of their members to serve as temporary Chair. If an Incoming Chair is appointed and present, the Incoming Chair serves as Chair.

### B. Secretary/Webmaster

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

### C. Other voting members

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

### D. Subcommittee and task force members

1. Attendance is expected at annual meetings to the best of one's ability. Exceptions include absence of funding from one's institution, family emergencies, and personal medical emergencies. A subcommittee or task force member should notify the chair of the subcommittee or task force as soon as they are aware they will be unable to attend the meeting.

## XIII. Absences as ALA Liaisons

A. For known absences, the liaison will notify the CMC Chair as soon as possible if unable to attend a given ALA meeting. Working together, the liaison and CMC Chair will select an appropriate substitute, normally an active member of the subcommittee.

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

C. If the Chair is unable to attend an ALA meeting, and an Incoming Chair is appointed, the Incoming Chair may attend ALA in place of the Chair, though their attendance is not required. Otherwise, the Chair may ask subcommittee chairs to assist with coverage of ALA sessions normally attended by the Chair.

## XIV. Interim Chairs

A. In the case of a temporary absence of a subcommittee chair for less than one year, the CMC Chair will select an interim subcommittee chair in consultation with

the voting members of CMC. Interim chairs should come from the current membership of the subcommittee in question. Once selected, the CMC Chair will recommend the interim chair to the MLA President for appointment.

- B. In the case of a temporary absence of the CMC Chair for less than one year, the President will appoint an interim chair based on the recommendation of the CMC Chair in consultation with the voting members of CMC.

#### XV. Document Approval Process

##### A. CMC-sourced documents

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

##### B. External documents

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

#### XVI. 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 CMC Chair, Incoming CMC Chair, current subcommittee chairs, and incoming subcommittee chairs may discuss or vote on issues relating to CMC committee, subcommittee, and task force membership.
2. Voting and nonvoting members of CMC may participate in discussing applicants for the PCC funnel coordinator positions (BIBCO Music Funnel Coordinator, NACO-Music Project Coordinator, SACO Music Funnel Coordinator), though only the voting members may participate in the official vote.
3. In the event of a tie, the issue or question at hand does not pass.

#### XVII. Budget

- A. The CMC 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, including Classification Web subscription, ALA travel,

and other conference travel, must be made at this time; occasionally this means that travel requests will encompass three meetings.

- B. Travel estimates include the following for each liaison:
1. ALA registration, at the lowest member rate for a particular conference.
    - a) MLA is given two complimentary registrations for each ALA meeting; the CMC Chair may be offered one of these at the discretion of the MLA President.
  2. Airfare, train fare, bus fare, or car rental. For reimbursement for travel by car, MLA will pay the cost of gas, tolls and parking, rather than the IRS mileage rates, not to exceed the cost of reasonable airfare.
  3. Ground transportation (including tips) (not including personal car mileage) to and from the airport/train station. If driving a personal car to the airport, gas and toll costs beyond that of one's standard commute can be reimbursed.
  4. Hotel accommodations, using the most recent GSA rate for the destination city.
    - a) generally four nights maximum; number of nights requested will vary from liaison to liaison, depending on number of meetings and proximity to the conference location.
    - b) It is helpful for liaisons to share rooms when possible.
    - c) Note: the full GSA rate is roughly equal to the actual cost of a shared room.
  5. Meals and incidental expenses, using the most recent GSA rate for the destination city;
    - a) The MLA Board reimburses its members for half the GSA rate for per diem (food); CMC follows this policy and requests half the GSA rate for three or four days for each liaison.
- C. Reimbursement
1. Airfare can be covered in advance through use of MLA's travel service (ATC).
  2. Registration can be reimbursed in advance. See the MLA Board meeting minutes of December 8, 2014.
  3. All reimbursements (RFPs) are submitted to the MLA Administrative Officer.

#### XVIII. Documentation

- A. Internal working papers of subcommittees and task forces are handled individually by the subcommittee chair.
- B. Documents reviewed by CMC include MLA positions on RDA, ISBD, MARC, other national or international standards, and final reports of task forces. These documents are sent to the CMC Chair. Any correspondence between subcommittees or task forces and non-MLA agencies must also be cleared by the CMC Chair.
- C. CMC document distribution is the responsibility of the Chair.
- D. Reports
  1. Reports to the Board: three reports prior to Board meetings, one annual report;
  2. Conference reports from MLA business meetings and program sessions (volunteers often requested to write the program session summaries);

3. Conference reports from ALA.
- XIX. Communication and Work Tools
- A. MLA protocol: Documents in collaborative workspaces should use relatively uniform and consistent templates.
  - B. CMC Wiki
    1. Groups are encouraged to use free, web-based tools for committee business, but should be sure to save/backup data where possible and strive for consistency in public-facing documents. CMC uses PBWorks for this purpose. The CMC Chair administers the wiki.
    2. The wiki is used as a place to organize and carry out the work of the committee, subcommittees, task groups, and task forces. It is meant to allow transparency, so all members of CMC can be aware of the work being done by other parts of the committee. Holding discussions on the wiki also provides a way to archive discussions and decisions for future reference.
    3. The ability to view and edit the wiki is generally restricted to members of CMC and its subcommittees, though members of related groups within and outside of MLA may be given access for specific projects. Members outside of CMC may be added at the discretion of the CMC Chair, especially those active in the work of task groups or task forces. Wiki membership should include the MCB Editor, NMP Coordinator, BIBCO Music Funnel Coordinator, and SACO Music Funnel Coordinator. It should also include members of the NMP Advisory Committee.
  - C. CMC Website
    1. The CMC website collocates information about the committee, subcommittees, task forces, and PCC funnels, links to related sites with fuller information, and improves communications with its constituency. It also provides a common visual record of CMC activities and historical continuity.
    2. Committee information contained on the website includes (but is not limited to) the charge to each group, rosters, agendas, minutes of meetings, and reports from liaisons.
    3. The CMC website also functions as a clearinghouse for music cataloging and metadata resources, training materials, and other information. As such, it includes links to best practices documents, the Types of Composition list and the Thematic Indexes list, Metadata for Music Resources, and additional sites and sources.
    4. The CMC Secretary/Webmaster maintains and updates the CMC website, in consultation with the CMC Chair and subcommittee and task force chairs and funnel coordinators.
  - D. CMC Blog
    1. Committees within MLA may set up a blog via the MLA website. This should be done by the CMC Secretary/Webmaster and the MLA Web Manager.
    2. The CMC blog is available on the CMC website.
  - E. Listservs
    1. The committee and subcommittee chairs are added to the MLA-COMM email list [MLA-COMM-L@listserv.indiana.edu](mailto:MLA-COMM-L@listserv.indiana.edu), which is hosted at Indiana

University and exists for committee chairs and MLA Board members. This listserv is typically used for administrative matters related to the running of committees and reporting of their work, including calls for reports. The listserv moderator updates the list membership at least once per year, following annual committee appointments. Questions regarding this listserv and membership should be directed to the MLA President, MLA Administrative Officer, or the listserv owner.

2. The CMC Chair administers three listservs hosted at Indiana University:
  - a) [mlacmcall-l](#) - a list for all CMC, subcommittee, and task force members
  - b) [mlacmc-l](#) - a list for voting and nonvoting members of CMC
  - c) [bibcomusic-l](#) - administered in cooperation with the BIBCO Music Funnel Coordinator
  - d) These lists may be accessed via the following link:  
<https://list.iu.edu/sympa/home>
3. Subcommittee chairs may establish and maintain their own e-mail distribution lists as needed.

## XX. Archives

- A. The CMC Chair sends committee files that are no longer required for current business to the MLA Archives. For current guidelines on submitting materials, please see the MLA Archives web space on the MLA website.
- B. Minimally, the CMC Chair should send copies of the following documents. (xxxx = previous year; yyyy = current year; zzzz = upcoming year):
  1. Reports (xxxx-yyyy)
    - a) CMC Quarterly Reports to the Board (Spring xxxx), (Fall xxxx), (yyyy Annual Meeting)
    - b) xxxx Annual Reports (CMC, Subcommittees, Task Forces)
    - c) yyyy Annual Meeting Summary Reports (CMC, Subcommittees, Task Forces)
    - d) ALA Annual xxxx Liaison Reports
    - e) Music Cataloging Bulletin Report (yyyy)
    - f) Library of Congress Report (yyyy)
    - g) OCLC Report (yyyy)
  2. Budget (xxxx-yyyy)
    - a) Expense Estimates from ALA Liaisons
    - b) Budget Request (xxxx)
    - c) Request for Payment Forms and Receipts (photocopies)
  3. yyyy Annual Meeting
    - a) Meeting Room and Equipment Requests
    - b) Agendas (Business meetings of the Committee, subcommittees, and task forces)
    - c) Agenda for the CMC Town Hall
    - d) Minutes (xxxx Annual Meeting)
    - e) Roster (yyyy-zzzz)
    - f) Calendar (yyyy-zzzz)
  4. Appointments (yyyy)
    - a) Call for Subcommittee Applicants (yyyy)
    - b) Recommendations to President (yyyy)



- c) Updated CMC Portion of MLA Administrative Structure (yyyy)
- d) Thank You Letters to Retiring Members (yyyy)

## Appendix I. NACO-Music Project Handbook

- I. Members
  - A. The NACO-Music Project (NMP) has a Coordinator and an Advisory Committee (NMPAC).
  - B. The NMP Advisory Committee (NMPAC) will be made up of:
    - 1. An NMP member who serves as Chair of the Advisory Committee;
    - 2. Two NMP at-large members;
    - 3. NMP Coordinator;
    - 4. Library of Congress Representative;
    - 5. Chair of the CMC Content Standards Subcommittee, serving ex officio as the CMC liaison.
- II. NMPAC Terms of Service
  - A. The NMP Coordinator serves a five-year term which is renewable twice. The Coordinator may serve a maximum of three successive terms.
  - B. The NMP member who is Chair and the two NMP at-large members all serve five-year (non-renewable) terms.
  - C. The Library of Congress Representative serves an ongoing term.
  - D. The CMC Content Standards Subcommittee Chair serves concurrently with their CMC term, or for four years.
    - 1. Note: If the CMC CSS Chair is also serving as NMPAC Chair, another member of CMC should be selected to fill the role of CMC liaison. In addition to being an NMP member, that member should be either the CMC Chair or a member of the Content Standards Subcommittee.
- III. NMPAC Member Recruitment
  - A. NMP Coordinator
    - 1. The CMC Chair issues a call for applications for NMP Coordinator at the end of each five-year term. The current Coordinator can and should apply, if they wish to continue as Coordinator (up to fifteen years). Voting and nonvoting members of CMC discuss the applicants, and CMC voting members vote to approve the NMP Coordinator.
    - 2. The CMC Chair forwards CMC's recommendation to the MLA President for approval and appointment.
  - B. NMPAC Chair and At-Large Members
    - 1. The NMP Coordinator issues a call for applicants to the NMP membership and shares applications received with the NMPAC, who vet the applicants.
    - 2. The NMP Coordinator forwards the name of the applicant selected by the NMPAC to the CMC Chair.
    - 3. CMC voting members discuss the applicant and hold a vote of approval.
    - 4. Following CMC approval, the NMP Coordinator communicates the outcome to applicants.
  - C. Library of Congress Representative
    - 1. The Library of Congress Representative will serve as determined by the Library.

- D. CMC Liaison
  - 1. The CMC Content Standards Subcommittee Chair is selected and appointed following the appointment procedures for CMC subcommittee chairs.
- IV. NMP Funnel Members
  - A. The NMP Advisory Committee reviews applications for new NMP members.
  - B. The NMP Advisory Committee Chair notifies applicants of acceptance in the funnel, or advises them on additional steps needed for acceptance.
  - C. If a funnel member leaves an NMP institution for another NMP institution, the member must contact the NMP Coordinator to update the roster.
  - D. If a funnel member leaves an NMP institution for a non-NMP institution, the institution must apply for NMP membership in order for the funnel member to continue NMP contribution.
- V. NMP Reviewers
  - A. Reviewers will generally be NMP members who have acquired independent-contributor status for name and name-title records using RDA, LC-PCC PSEs, and applicable Music Best Practices. They review the authority records of NMP members who are not yet independent. The Coordinator may designate one or more NMP members independent in series authority record contribution to serve as the reviewers for NMP members who have completed the series training modules in the Catalogers Learning Workshop, in accordance with the guidelines given there.
  - B. The NMP Coordinator assigns reviewers from volunteers within the NMP membership.
  - C. Reviewers should be familiar with the NACO Reviewers Handbook and use its principles in providing feedback and assessing outcomes.
  - D. Reviewers and reviewees are free to work out the mechanics of the review process.
  - E. Reviewers determine when participants are ready for independent-contributor status according to the guidelines laid out in the NMP portion of the CMC website.
  - F. Reviewers are responsible for announcing attainment of independent-contributor status on NMP-L. The announcement customarily includes control numbers for representative authority records created by the reviewee. Series reviewers should additionally report this information to the PCC Secretariat.
  - G. While independent contributors are free to contact the NMP Coordinator for policy questions or the NMP liaison at LC for reporting needed LC file maintenance, the contributor's former reviewer can continue to be a primary resource person.
- VI. NMP Coordinator and NMP Advisory Committee Tasks
  - A. NMP Coordinator
    - 1. Plan training for funnel members;
    - 2. Oversee administrative matters;
    - 3. Assign reviewers to new funnel members;
    - 4. Compile funnel statistics;
    - 5. Manage the NMP listserv;
    - 6. Represent the funnel's interests to PCC and CMC and vice versa;

7. Serve on the NMP Advisory Committee and issue calls for NMP at-large Advisory Committee members;
  8. Prepare an annual report for the NMP portion of the PCC Music Funnel Participants' Meeting and the CMC meeting during the MLA Annual Meeting;
  9. Run the NMP portion of the PCC Music Funnel Participants' Meeting during the MLA Annual Meeting;
  10. Serve as a nonvoting, ex officio member of the MLA Cataloging and Metadata Committee;
  11. Serve as an ex officio member of the CMC Content Standards Subcommittee and the CMC Vocabularies Subcommittee;
  12. Work with the CMC Chair and CMC Content Standards Subcommittee members in drafting LC-PCC PSs which apply to name and name-title authority work;
  13. Prepare NMP responses to proposed new or revised PCC policies relating to name and name-title authority control;
  14. Cast votes for PCC offices and participate in PCC business.
- B. NMP Advisory Committee Chair
1. Receive applications from prospective new members, forward applications to NMPAC for review, and communicate outcome to applicants;
  2. Maintain archive of previously received applications, to be passed on to the succeeding Chair;
  3. Write thank you letters to NMPAC members rotating off the Advisory Committee;
  4. Assist the NMP Coordinator in preparing an annual report for the NMP portion of the PCC Music Funnel Participants' Meeting and the CMC meeting during the MLA Annual Meeting;
  5. Assist the NMP Coordinator in preparing an agenda for the NMP portion of the PCC Music Funnel Participants' Meeting during the MLA Annual Meeting;
  6. Be prepared to lead the NMP portion of the PCC Music Funnel Participants' Meeting in the NMP Coordinator's absence;
  7. Participate in e-mail discussion of matters relating to NMP policies and procedures;
  8. As needed, assist the NMP Coordinator and CMC members in drafting LC-PCC PSs which apply to name and name-title authority work;
  9. As needed, assist the NMP Coordinator in preparing NMP responses to proposed new or revised PCC policies relating to name authority control.
- C. NMP Advisory Committee Members
1. Review and approve new funnel member applications;
  2. Re-approve membership for existing funnel members if they move to a different institution and review participation of the member's former institution;
  3. Vet applicants for NMPAC Chair and NMPAC at-large members;
  4. Participate in email discussions with other NMPAC members concerning NMP policies and procedures;

5. Participate in email, wiki, and in-person discussions of policy and practice with CMC and its subcommittees as appropriate.
- VII. Qualifications for Appointment
- A. NMP Coordinator
    1. NMP independent status for names and name-titles.
    2. Member-in-good-standing of MLA national.
    3. Institutional support to organize, train, and coordinate the work of participants in contributing NACO authority records.
    4. Demonstrated organizational and interpersonal skills.
    5. Excellent oral and written communication skills.
  - B. NMP Advisory Committee Chair
    1. Experience creating and contributing RDA name authority records to the LC/NACO Authority File under NMP.
    2. Demonstrated organizational and interpersonal skills.
    3. Excellent oral and written communication skills.
  - C. NMP Advisory Committee Members
    1. Experience creating and contributing RDA name authority records to the LC/NACO Authority File under NMP.
    2. Demonstrated organizational and interpersonal skills.
    3. Excellent oral and written communication skills.
- VIII. NMP, CMC, and MLA
- A. MLA and CMC Membership
    1. MLA membership is not required for NMP funnel members. This is documented in section VI.H.10.h. of the MLA Administrative Handbook.
    2. CMC membership is also not required for NMP funnel members.
    3. The presence of the Content Standards Subcommittee Chair as an ex officio member of the NMPAC serves as CMC endorsement for new NMP members. New NMP members do not need further MLA or CMC endorsement.
    4. MLA membership is required for the CMC Content Standards Subcommittee Chair and the NMP Coordinator.
  - B. NMP Membership
    1. NMP membership (personal) is required for all members of the NMPAC except for the CMC Content Standards Subcommittee Chair. Requirements for CSS Chair are outlined in section VI.B. of the CMC Handbook.
- IX. Communication and Work Tools
- A. The NMP Coordinator manages a listserv for NMP members.
  - B. NMP has a web space that is part of the CMC website. It is managed by the CMC Secretary/Webmaster in consultation with the NMP Coordinator, NMPAC, and CMC Chair.
  - C. NMP members are encouraged to subscribe to the PCC listserv, and may do so by contacting the NMP Coordinator.
- X. Meetings
- A. NMP holds a meeting as part of the PCC Music Funnel Participants' Meeting during the MLA Annual Meeting. The CMC Chair submits the business meeting request for this session.

## Appendix II. No-Conflict List for Annual Meeting Requests

When submitting program proposals and business meeting requests, it helps to add this list of sessions and request that the Program Committee Chair please attempt to avoid conflicts among the sessions, if at all possible. It is not always possible, though the list may help in conference schedule planning.

(List current as of February 2016)

Please do not conflict with the following:

- CMC-sponsored programs [list programs by name]
- CMC co-sponsored programs [list programs by name]
- CMC business meetings (2)
- CMC subcommittee business meetings (3) - Content Standards, Encoding Standards, Vocabularies
- CMC task force business meetings [if applicable]
- PCC Music Funnel Participants' Meeting
- Technical Services Interest Group
- System Users Interest Groups
- Archives & Special Collections Committee
- Get Involved in MLA

## Appendix III: Sample CMC Calendar

February-March

- MLA Annual Meeting

March

- Conference follow-up
  - Review the business meeting minutes and vote to approve
  - Business meeting reports and CMC program summaries from MLA Annual Meeting due to CMC Chair, who forwards to the CMC Webmaster, the MCB Editor, and the MLA Newsletter Editor
  - CMC Chair shares meeting reports and program summaries with IAML Cataloging and Metadata Section Chair in advance of IAML Congress
  - CMC Chair encourages submission of presentation materials from CMC-sponsored program sessions to Humanities Commons
- Membership
  - CMC Chair verifies MLA membership status of all new and continuing members and sends CMC new member appointment recommendations to the MLA President
  - MLA President sends appointment letters to individuals, copying the CMC Chair and applicable subcommittee chair
  - CMC Chair sends messages to individuals who were not appointed to CMC subcommittees
  - CMC Chair provides the MLA Administrative Officer and President with an updated version of the CMC membership list following the Annual Meeting and

whenever updates are needed; the AO and President communicate the updates to the MLA Business Office in order to update the MLA Administrative Structure

- CMC Chair provides the MLA Administrative Officer and MLA Web Manager with updates needed for the CMC liaisons page on the MLA website
- CMC Chair provides updated membership and terms to CMC Webmaster for updates on CMC website and in YM directory on MLA website
- Chair updates the membership on CMC wiki and electronic mailing lists, including adding or removing wiki users and mailing list subscribers and updating the membership page on the wiki
- CMC Chair sends letters of thanks to members rotating off the committee, subcommittees, advisory group, and task forces, with copies to MLA President and subcommittee, advisory group, or task force chair
- CMC Chair sends reminder to subcommittee chairs to register for ALA Annual
- CMC Chair and subcommittee chairs review their respective areas of CMC website and CMC Handbook and draft updates as needed
- Begin drafting program proposals, and pre-conference workshop proposal if appropriate, for upcoming MLA meeting

#### April

- CMC Chair calls for lists of potential meeting conflicts for upcoming Annual Meeting; lists should include members of CMC itself, subcommittee members, and task force members
- CMC Chair submits business meeting room requests for upcoming Annual Meeting (including equipment and seating requests) for CMC, subcommittees, task forces, and PCC Music Funnel Participants' Meeting
- CMC Chair submits program proposals for the upcoming Annual Meeting to the MLA Program Committee Chair (includes equipment and seating requests)
- CMC Chair or other collaborator submits pre-conference workshop proposal to Education Committee if appropriate
- CMC Chair compiles and submits budget requests, accounting for ALA travel and yearly Classification Web subscription fee to MLA Fiscal Officer
- CMC Chair responds to request for Board member nominations

#### May

- CMC subcommittee quarterly board reports due to CMC Chair
- CMC Chair sends compiled quarterly report to MLA President, including any Board Action Items, and uploads to CMC wiki for internal use
- CMC Chair shares spring quarterly report with IAML Cataloguing and Metadata Section chair in advance of IAML Congress

#### June

- MLA Board Meeting
- CMC Chair announces liaisons attending ALA Annual meetings on MLA-L
- CMC Chair collects files and sends to the MLA Archives

#### Late June

- ALA Annual Meeting

## July

- ALA liaisons submit reports to CMC Chair, who shares them with the the CMC Webmaster and the MCB Editor and sends the CMC website links to the MLA Newsletter Editor; CMC Chair also posts links on the CMC blog
- ALA liaisons submit receipts to CMC Chair; CMC Chair compiles and submits reimbursement requests to MLA Administrative Officer
- CMC committee and subcommittee annual board reports due for mutual review
- CMC Chair ensures submission of annual reports, including any Board Action Items, and shares with CMC Webmaster

## August

- CMC subcommittee quarterly board reports due to CMC Chair
- CMC Chair sends compiled quarterly report to MLA President, including any Board Action Items, and uploads to CMC wiki for internal use

## September/October/November

- MLA Board meeting
- CMC online meeting and goals check-in
- When MLA registration opens, post message to CMC-all reminding members about attendance requirement
- CMC Chair confirms final titles, abstracts, and speakers for conference program with Program Committee Chair
- When Annual Meeting preliminary program becomes available, CMC Chair checks for conflicts among CMC business meetings and programs, resolves if possible, and posts schedule of CMC meetings and program sessions on CMC-all

## December

- CMC Chair issues first call for CMC Town Hall topics to CMC members
- CMC Chair issues first call for subcommittee applicants and CMC officers if applicable on MLA-L
- CMC Chair asks subcommittee chairs for recommendations for successors if applicable

## January

- Register for ALA Annual
- CMC Chair sends reminder to subcommittee chairs to submit MLA quarterly board reports, CMC business meeting agendas, and CMC Town Hall materials and solicits reports from other CMC officers and representatives for the CMC business meeting, with appropriate due dates
- CMC Chair posts schedule of CMC meetings and program sessions on CMC blog, CMC-all, and MLA-L, advertising specific sessions of broad appeal as appropriate, and issues call for summary writers for CMC-sponsored program sessions
- CMC Chair submits RFP for Classification Web subscription to the MLA Administrative Officer and ensures renewal

## February

- CMC subcommittee quarterly board reports due to CMC Chair
- CMC Chair sends compiled quarterly report to MLA President, including any Board Action Items, and uploads to CMC wiki for internal use

- CMC Chair issues second call for CMC Town Hall topics to CMC members
- CMC Chair issues second call for subcommittee applicants and CMC officers if applicable on MLA-L
- CMC Chair and subcommittee chairs finalize business meeting agendas and post links on CMC blog
- CMC Chair and subcommittee chairs may share versions of business meeting agendas with chair's notes with CMC Secretary (committee) and volunteer notetakers (subcommittees)
- CMC Chair collects bios and presentation slides from speakers at CMC-sponsored program sessions and shares with summary writers
- CMC Chair sends reminder about business meeting etiquette to subcommittee and task force chairs

February-March

- MLA Annual Meeting

#### **Appendix IV: Specific Assignments for Task Groups**

- I. Per III.C.2, task groups are created by subcommittee chairs in consultation with the CMC Chair.
- II. The task group leaders for certain groups have specific responsibilities as follows:
  - A. LCMPT/LCGFT Maintenance (Vocabularies Subcommittee). The task group leader is responsible for:
    1. Submitting new and revised term proposals to the SACO Music Funnel Coordinator.
  - B. MLA RDA Best Practices (Content Standards Subcommittee). The task group leader is responsible for:
    1. Gathering updates to the MLA RDA Best Practices and forwarding them to the CMC Secretary/Webmaster for inclusion in the RDA Toolkit.
    2. Summarizing updates to the MLA RDA Best Practices and publicizing them on the CMC blog and select email lists;
    3. Sending updates to the MCB Editor for MCB publication.
  - C. Types of Composition List Maintenance Task Group (Vocabularies Subcommittee). The Task Group Leader is responsible for:
    1. Sending updates to the CMC Secretary/Webmaster for publication on the CMC website;
    2. Sending updates to the MCB Editor for MCB publication.
  - D. Thematic Indexes List Maintenance Task Group (Vocabularies Subcommittee). The Task Group Leader is responsible for:
    1. Sending updates to the CMC Secretary/Webmaster for publication on the CMC website;
    2. Sending updates to the MCB Editor for MCB publication;
    3. Submitting proposals to Library of Congress for authorized access point usage.
  - E. Metadata for Music Resources Task Group (Encoding Standards Subcommittee). The Task Group Leader is responsible for:
    1. Sending updates to the CMC Secretary/Webmaster for publication on the CMC website.