

**Cataloging Policies Recommendation:** Cataloging standards, policies, and practices are another area where agreement among the participating libraries is required. Modern, faceted, search interfaces generate their facets directly from data contained in bibliographic and item records. Consistent cataloging practices and a clean database are required for such an interface to be effective. Clear, standards-based policies will help to produce a clean database.

*Task Force Status:* A sub-group of the Administrative Working Group is creating a matrix of cataloging policies for libraries of varying sizes. In addition, libraries of various sizes participated in a needs assessment survey to provide background information to help with the formulation of cataloging recommendations. Information collected includes record formats and standards, required data elements for each material type, classification schemes, copy and original cataloging sources, and authority use.

*What You Can Do to Help:* Please share your cataloging parameters! Information can be sent to [library@adamslib.org](mailto:library@adamslib.org) or can be faxed to the attention of Tracy Trotter at 724-537-0338.

**Marketing Recommendation:** The Office of Commonwealth Libraries would like a recommendation from the Working Group defining the key components of a marketing plan for a state-wide ILS. The marketing plan should focus on gaining full participation among Pennsylvania public libraries.

*Task Force Status:* A sub-group of the Administrative Working Group has assessed the marketing strategy used by other state-wide ILS. Libraries of various sizes participated in a needs assessment survey delivered by the marketing sub-group to provide background information to help with the formulation of recommendations. Together, both the Administrative and Technology Working Groups are working to develop a list of Frequently Asked Questions.

*What You Can Do to Help:* Please share your answers to the following questions:

1. What is the best way to communicate with your board, staff and community the benefits of a new statewide ILS?
2. What marketing tools would you like to see developed to support a new statewide ILS?

Please send your thoughts to Barbara McGary at [bmcgary@jvbrown.edu](mailto:bmcgary@jvbrown.edu).

### **Architectural Parameters Recommendation:**

In order to determine what hosting architecture would best support a state-wide system, the Office of Commonwealth Libraries needs to develop a clear picture of service level expectations of potential participants. The Technology Working Group is asked to recommend a set of service level parameters related to the system architecture.