

BIC Library Metadata Group

Terms of Reference

May 2018

Remit and responsibilities of the BIC Library Metadata Group

- Maintain a thorough understanding of current and emerging metadata standards for libraries and the needs of UK users
- Provide the UK perspective on the revision of the MARC 21 (Machine-Readable Cataloguing) formats via the British Library to the Library of Congress MARC Advisory Committee
- Address specific issues in library metadata as identified by the Group or as requested by the BIC Libraries Committee or other BIC Committees
- Provide regular planning and status reporting to the BIC Libraries Committee
- Ensure an appropriate level of confidentiality at all times
- Ensure relevant global standards bodies are kept up to date with the Group's work.

Reporting line

The BIC Library Metadata Group reports into, and carries out or is assigned work on behalf of the BIC Libraries Committee.

Who should sit on the BIC Library Metadata Group?

- 1) **Representation** - needed from at least one of the following areas of the industry:
 - The British Library, including the person who attends the Library of Congress MARC Advisory Committee meetings
 - Public libraries
 - Academic libraries
 - Special libraries
 - Commercial bibliographic agencies
 - Library systems suppliers
 - Library materials suppliers
 - CILIP Cataloguing and Indexing Group
- 2) **Skill set** - each person sitting on the Library Metadata Group should:
 - Possess awareness of library metadata and bibliographic standards
 - Possess an understanding of the contexts of use of metadata in their own area of the industry
 - Be aware of new technologies and new business models related to library metadata
 - Be able and willing to approach issues and projects with an overall industry perspective in addition to their organisation's perspective
 - Be in a position of influence within their own organisation
- 3) **BIC Member?**
 - Anyone sitting on the Library Metadata Group normally must come from a BIC Member organisation. Exceptions may be considered at the discretion of BIC's Executive Director.
- 4) **Appointment**

The BIC Library Metadata Group agrees a candidate who is then invited to join the Group by the Chair or Deputy Chair. The Chair and Deputy Chair are appointed by agreement at a meeting of the BIC Library Metadata Group, subject to ratification by the BIC Libraries Committee.

BIC Library Metadata Group Chair responsibilities

Responsibilities of the BIC Library Metadata Group Chair (and Deputy Chair when the Chair is unavailable) are as follows:

- To schedule biannual meetings and book venues
- To consult with the Executive Director at least 2 weeks before the meeting on the purpose of the meeting and before sending the agenda
- To set & circulate the agenda at least one week before the meeting
- To attend and run the meetings effectively
- To arrange for minutes to be taken, and circulated within 2 weeks of the meeting once approved by Executive Director
- To de-brief the Executive director within one week of the meeting and before the minutes are circulated
- To alert the Executive Director if there are any issues with the Group, such as progress with items/projects, attendance or input from Group members, etc.
- To commit to Chairing the Group for a minimum 2 year term
- To train the Deputy Chair
- To report on and share the BIC Library Metadata Group activities back to their own company
- To maintain appropriate confidentiality at all times and especially with regards the minutes and any other documentation
- Generally promote the work of BIC.

BIC Library Metadata Group Member responsibilities

- To attend meetings – where 2 consecutive meetings are missed the Group may consider it appropriate for someone else to attend, either from the same organisation or from another organisation
- To prepare a replacement, where possible, should the Group member leave their organisation, on the understanding that the Group still wants representation from that same organisation
- To commit to sitting on the Group for a minimum 2 year term
- Be willing and able to devote time to Library Metadata Group work
- To report the Group's activities back to their own organisation and return feedback
- To maintain appropriate confidentiality at all times and especially with regards the minutes and any other documentation
- Generally promote the work of BIC.

Frequency of BIC Library Metadata Group Meetings

The Group will meet biannually just ahead of the MARC Advisory Committee (MAC) meeting at the American Library Association (ALA) Conference, in order to review and comment on the proposals and discussion papers to be considered by the MAC for the development of the MARC 21 formats.

@bic1uk
www.bic.org.uk
info@bic.org.uk
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