Checklist of Responsibilities for NACO CONTACT, LC NACO COORDINATOR, TRAINER, REVIEWER, LC LIAISON, and FUNNEL COORDINATOR
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TRAINERS are encouraged to discuss this list with NACO CONTACTS while preparing for training. This checklist is designed to help the TRAINER, NACO CONTACT, and NACO COORDINATOR prepare for a smooth, successful NACO training session. **Many of the items on this list are time-sensitive**, involving arrangements by LC Coop staff, other units in the Library of Congress, and other agencies. Advance planning is rewarded when all arrangements fall into place with a minimum of worry or inconvenience.

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1. These are the key roles in NACO:

NACO CONTACT
- usually a leader in the cataloging unit at library being trained
- handles logistics for training event
- hosts or assists with the training event
- serves as first pair of eyes to see library's records before submitting to REVIEWER
- maintains quality control after institution becomes independent of external review
- forwards queries, duplicate record reports, and bib file maintenance reports to REVIEWER and/or LC LIAISON during review period; to naco@loc.gov when independent of review

- has NACO BACKUP as understudy, ready to take over these duties as needed

NACO COORDINATOR
- member of the LC Cooperative Programs (CP) Section
- works with NACO CONTACT to arrange training sessions
- assists with oversight of NACO program activities

TRAINER
- experienced cataloger from PCC institution
- if from LC, serves the dual role of LC LIAISON/TRAINER
- if from other institution, is referred to as "Regional TRAINER"
- may be the Funnel Coordinator of an established NACO project
- delivers training to the new or established NACO institution
- reviews records following classroom training
- classes of more than 15 trainees should use two trainers

REVIEWER
- experienced NACO cataloger who reviews records of a NACO library, if the TRAINER is unable to assume the assignment
- extra REVIEWERs often recruited when training sessions involve multiple libraries

LC LIAISON
- a Library of Congress staff member, usually from the Cooperative Programs (CP) Section
- assigned to assist TRAINER and new library during training and review (after a new library achieves independence, reports go to naco@loc.gov)
- receives reports of Bibliographic File Maintenance (BFM) and duplicate authority records
- updates records directly in LC's ILS

FUNNEL COORDINATOR
- a specialized type of NACO CONTACT, with additional functions
- recruits new members for the funnel project
- helps new members through PCC NACO application process
- assists with logistics for training event
- if independent for NACO, may act as TRAINER and/or REVIEWER
- is responsible to see that all funnel members have appropriate access to NACO materials and receive important PCC communications
- continues review of records for any funnel members not reaching independence

2. Names, titles, mailing addresses, phone, fax, email, etc.: As early as possible, TRAINER, NACO CONTACT, FUNNEL COORDINATOR, and LC LIAISON exchange this information.

3. Dates for training: Training arrangements must be in place no later than 8 weeks before

scheduled training to accommodate the processing of the trainer's travel papers. All arrangements revolve around the dates the TRAINER and the NACO CONTACT establish. TRAINER notifies the NACO COORDINATOR. Training dates: _____

4. Time of training sessions: The TRAINER and NACO CONTACT establish times to begin and end the training sessions, especially for the first day. Times for breaks and lunches must be in place, but can be noted as movable within a 15 minute range, as negotiated with the class on the first day. NACO CONTACT informs participants so that they can arrange their schedules.

5. Location: The NACO CONTACT (or person making arrangements at training site) is responsible for arranging and discussing with the TRAINER:

> A. Suitable **electronic classroom** for the daily sessions where every participant can sit at a table or work surface and spread out training materials and manuals. Instruction may involve both print and online materials throughout the day.

> B. E**quipment** for training, such as a trainer's terminal with Internet access, PowerPoint projector, white board, flip chart, PowerPoint software, microphone, etc. as requested by the TRAINER. **PLEASE NOTE: In the weeks prior to training, the NACO TRAINER and NACO CONTACT should discuss versions of software to be used and test the PowerPoint presentations, etc.**

> C. A group of **terminals** for the hands-on sessions with access to the utility by which the library will contribute its headings. Two participants may share one terminal for inputting records. It must be possible to make printouts of each day's work at a nearby printer.

> D. Local **technical support** for use of the equipment in the classroom, and for use of OCLC Connexion, especially to test systems in advance and to troubleshoot on the first day of training.

6. Number of participants: For the most effective NACO training experience, a class should have no more than 15 trainees to allow the TRAINER and trainees opportunities to interact. Larger classes require an additional NACO TRAINER. The NACO CONTACT will need an exact number prior to the training session to know how many NACO training manuals to prepare from the online pdf documents. The NACO CONTACT should notify the TRAINER and the NACO COORDINATOR at LC of the number of participants in the training for the PCC training records.
Number of participants: _____

7. Training materials: The NACO CONTACT informs participants which materials they must either bring with them, or have electronic access to, and consults with the TRAINER and the NACO COORDINATOR on any other materials for training.

Online access to NACO training materials:

http://www.loc.gov/catworkshop/courses/naco-RDA/index.html

An existing NACO institution may have one of its own NACO veteran contributors conduct training for its own staff. New or existing NACO institutions may attend sessions led by designated PCC NACO TRAINERs.

The NACO CONTACT or the individuals attending NACO training may download and print the NACO training materials from **http://www.loc.gov/catworkshop/courses/naco-RDA/index.html**, or attendees can access electronic copies of the materials from the web site during the training. If printing copies of the materials, please select the setting Power Point Handouts, two slides per page.

The NACO CONTACT or local host of the training session must download and test the use of electronic presentation files (Power Point slides) files well in advance of training so that training materials and presentation slides are available when the TRAINER arrives.

The NACO CONTACT or local host and the NACO TRAINER must confirm that the versions of software, hardware, and classroom instructional equipment are compatible prior to training.

8. *Cataloger's Desktop:* *Cataloger's Desktop* includes most of the standard NACO cataloging documentation. Trainees must have access to *Cataloger's Desktop.* Trainees can use their own *Cataloger's Desktop* login and password during the training, or a free short-term *Cataloger's Desktop* account can be arranged for the duration of the training. The NACO COORDINATOR should request this account from the Library of Congress Cataloging Distribution Service (CDS) at least 2 weeks prior to class. The LC Liaison can assist with the details of this temporary account. For assistance with *Cataloger's Desktop* software problems during the training, call CDS Technical Support at 800-255-3666, option 4.

9. *Resource Description & Access (RDA)* and *Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS)*

> *RDA Chapters 6, 8, 9, 10, 11, and 16*
> Each participant reviews these before training and will need access to these chapters via the *RDA Toolkit* or via *Cataloger's Desktop* during the training.

> *LC-PCC PS Chapters 6, 8, 9, 10, 11, and 16*
> Each participant reviews these before training and will need access to these chapters via the *RDA Toolkit* or via *Cataloger's Desktop* during the training.

10. *MARC 21 Authority Format* documents

> The structure of NACO authority records is governed by three documents, all related, and all necessary for NACO work. This documentation may be accessed using *Cataloger's Desktop.*

Part 1. *MARC 21 Authority Format*
This document gives all the possible fields and subfield codes that comprise the structure for name authority records in any MARC 21 database.

Part 2. LC Guidelines Supplement to the MARC 21 AF
The *LC Guidelines* are very brief in content, but indicate which of the *MARC 21 Authority Format* fields are not used in NACO.

Part 3. *DCM Z1: Name and Series Authority Records*
This document is a section of LC's *Descriptive Cataloging Manual*, and tells the cataloger about content to be included in the MARC 21 fields of a NACO record.

11. *ALA-LC Romanization Tables*

Libraries contributing name authority headings in non-Latin scripts must use these transliteration schemes. These are not necessary for the initial NACO workshop; however, participants must have a copy available before contribution in non-Latin languages can commence.

Review for non-Latin languages requires the library to provide surrogates of vital pages from the item along with a copy of the name authority record to the reviewer.

List any non-Latin languages to be used in NACO records_____

12. Participants' background: A few weeks before training, the NACO CONTACT gives the TRAINER some background on the participants, their level of experience, and the particular languages, formats, or special collections in which they work. If the new library already creates authority records for its own files, NACO CONTACT provides samples for the TRAINER.

13. **Collecting examples:** Several weeks prior to training, the NACO CONTACT asks participants to collect personal, corporate, and geographic names and uniform titles they wish to create during practicum sessions. Make photocopies of title page, colophon, and any other sources for the names if the books or resources themselves will not be used for hands-on training. Please provide 20-40 records per cataloger, including personal names, corporate names, geographic names, uniform titles, and any authority records already established which you feel need to be changed. If time allows during training sessions, participants may bring other questions related to authorities and the authority file.

14. Library's MARC 21 organization code(s) (formerly NUC symbol):
- NACO authority records carry the library's MARC 21 organization code in the 040 field to identify its source.
- OCLC NACO authorization applications require the MARC 21 code.
- The MARC 21 code is needed for record transfer between OCLC and LC, where the LC/NACO Authority File resides.
- PCC NACO statistical calculations use the MARC 21 code.
- At least eight weeks prior to training, the library should search the list of established codes to see if all units of their institution have MARC 21 organization codes: http://www.loc.gov/marc/organizations/orgshome.html#requests

- If additional codes are needed, or if the online list of MARC 21 codes has outdated information, the NACO institution should apply to LC's Network Development and MARC Standards Office (NetDev) for the codes as directed on the link above. Non-US libraries may need to consult code-issuing agencies in their own countries. This step may take a few weeks.

- If a large institution and its smaller subunits wish to use different OCLC accounts to contribute NACO records via OCLC, they need separate MARC 21 codes. It is helpful also to know the OCLC symbols associated with the NACO contributors.

- If subunits wish to have their record contribution statistics tally with a funnel group and not with the main institution, the subunits need separate MARC 21 codes.

- These examples illustrate MARC 21 codes for the larger institution and its smaller subunits, including specific names:

    - CtY   Yale University–*the larger institution*
    - CtY-BR   Yale University, Beinecke Rare Book Library--*contributes using a separate code, but is not part of a funnel project*
    - CtY-J   Yale University, Judaica Collection–*contributes via the Hebraica NACO funnel project*

- When the NACO institution receives new MARC 21 codes, the NACO CONTACT should share them with the NACO COORDINATOR.

- The NACO COORDINATOR will ask NetDev to add the codes to the list of codes enabled for record migration between LC and OCLC. This step can take a few weeks.

- When the MARC 21 code is enabled for NACO record contribution, NetDev notifies the NACO COORDINATOR, who notifies the new NACO contributor. **No NACO authority records should be contributed via OCLC before the MARC 21 code is ready for action! Premature contributions cause technical problems, and jeopardize the accuracy of record contribution statistics.**

- This chart includes the OCLC symbol since it is useful in the record review process.

MARC 21 codes, OCLC symbols, and complete names of participating institutions and subunits:

MARC 21 code	OCLC symbol	Name of institution, including subunit	Name of institution or funnel project, if subunit stats will not be displayed separately

MARC 21 code	OCLC symbol	Name of institution, including subunit	Name of institution or funnel project, if subunit stats will not be displayed separately

15. NACO authorizations for OCLC contributors:
- The NACO COORDINATOR must notify OCLC to confirm the PCC approval of the new NACO institution before OCLC will issue NACO authorizations (i.e. upgrade an OCLC account to "NACO Regular" status).
- If a larger institution and its smaller subunits wish to contribute records using a separate OCLC accounts, they will need to have the NACO authorization for each account set to "NACO Regular".
- No later than a month before training, the NACO CONTACT submits an online request form directly to its utility for a NACO authorization set to "NACO Regular".
- A library must have its MARC 21 organization code(s) to complete the application for NACO authorization.
- The best practice is to use the online form, the **OCLC Access & Authorization form, found at:**
    - **https://www3.oclc.org/app/sysacc/header.pl**
    - For instructions on completing this form, click here:
    - http://www.loc.gov/catdir/pcc/naco/Subm_NACO_authofrm.pdf

- Once the online form has been submitted, OCLC will respond within 10 business days. If you receive no confirmation or need to consult with OCLC about the authorization request, please contact:
    - Luanne Goodson
      OCLC Quality Control Section
      Phone: (800) 848-5878 x5274
      GoodsonL@oclc.org / www.oclc.org
- You should have your authorization account information in hand one week prior to training, and may test your login before coming to class.

The NACO CONTACT may wish to use this table:

MARC 21 code	OCLC symbol	Authorization number	Password

16. Utility input and update skills: The NACO CONTACT at the new library is responsible for seeing that the participants have the necessary skills needed for the afternoon practicum sessions at the utility terminals. Each participant must know how to sign on, search, input and

update records before the week of NACO training. The TRAINER will not provide this training. The NACO CONTACT contacts the utility (or another nearby library) for assistance in learning these skills.

17. Travel arrangements: The TRAINER is responsible for making all travel arrangements, following the practices of the TRAINER's home institution, and consulting with the NACO CONTACT regarding the local transportation, accommodations, meals, and any other issues. LC staff members in the role of TRAINER must make arrangements through the appropriate LC offices at least 8 weeks in advance of training.

18. Travel expenses: The institution receiving NACO training is responsible for the expenses of the TRAINER, whether that trainer is from the Library of Congress or from another library. The TRAINER provides copies of all receipts to the appropriate office. The NACO CONTACT and TRAINER contact their respective financial offices to arrange reimbursement of expenses.

19. Online Course evaluations: Attendees complete the online evaluation at https://www.surveymonkey.com/s/7VWG372 on the final day of class.

20. PCClist subscriptions: All NACO CONTACTS and FUNNEL COORDINATORS should be subscribed to the online PCClist by the NACO COORDINATOR. Prior to or following NACO training, the TRAINER or NACO CONTACT may forward email addresses and names of administrators or NACO contributors to the NACO COORDINATOR to ask that they be subscribed as well.