

CATALOGING ETHICS STEERING COMMITTEE

Access Scope & Infrastructure Working Group

Final Report

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Charge

The Access Scope and Infrastructure group determined that our charge was to define principles that allow us to approach the task of cataloging/describing resources with a heightened awareness of social, cultural, technological, and linguistic issues affecting access, and to change cataloging infrastructure by (1) using appropriate levels of description (greater for better access or lesser for privacy), (2) using appropriate practices and workflows (in-house description with local cataloging vs. outsourcing), and (3) having a diversity of staff (“nothing about us without us”). In light of traditional workplace pressures to be as efficient as possible, these considerations can underscore the importance of being respectful and inclusive in cataloging practices.

Defining access scope and infrastructure is important here as we (catalogers and metadata workers) aim to balance the human impact of the work we do by being respectful and inclusive in our day-to-day practices, to include the hiring, supporting, and retaining diverse workers.

Definitions of “Access scope” and “Infrastructure” in Cataloging Ethics

Access scope: The extent of the description of a resource or of a creator that affects access to information. Access scope includes consideration of how much description to include, especially concerning social or cultural contexts, or how little description to use to protect privacy. Ethical access scope to information involves working with creators and external communities.

Because access scope is typically guided by national and international standards, professional codes, local standards, in the context of cataloging ethics, it refers to the human agency that judges the appropriate kind and amount of description for a particular resource. (Machines will never do this).

Access scope might refer to the spectrum of decision-making possibilities that guides catalog and metadata professionals to make resources the most findable or usable, or conversely, to describe resources in a minimal way to protect privacy.

- How far must a cataloger describe something to improve access?

- When and where do privacy considerations enter the picture (especially pertaining to authority work)?
- How do the various functions within a Technical Services department, aside from cataloging, impact access to collections or workflows?
- How do Technical Services departments adapt (or do not adapt) to changes in user information behavior? What are barriers to accomplish this?
- How do Technical Services departments integrate services with discovery tools?
- Are Technical Services departments adapting workflows to accommodate open access materials? How so?
- How are Technical Services departments preparing for linked data environments?

Infrastructure: Refers to the workflows and practices in cataloging; technological tools applicable in a variety of library operations (e.g. character sets, servers owned/leased/accessed, consortial agreements, library integrated systems/library management systems, software programs, local, national or international standards); the human component involved in any aspect of the cataloging (vendors, students, staff, trained or untrained); the diversity of the profession (where we come from, how we come to the profession, reasons we stay or leave).

Additionally, the infrastructure of the institutions where we work, with mandates and restrictions under which we need to work. Cataloging units are part of a larger whole and are influenced by the institutional structure and the departments with which they interact. Available funding and staff resources impact decision-making processes for how cataloging is conducted.

And lastly, the economies of shared cataloging environments, led by corporations like OCLC and PCC and their significant influence on local practice infrastructure are worth mentioning. As a result, the economy of scale is of utmost importance to many in this profession, often conflicting with the best representation of the communities we serve in our catalogs.

Due to the wider focus of our working group, our report and our findings are likely to overlap with most of the other working groups: authority work, classification, subject headings, resource discovery and accessibility, staffing and working conditions.

Philosophy

The Access Scope and Infrastructure Working Group includes thirteen members from institutions across Canada, the United States, and the United Kingdom. The group was led by Sol Lopez from the University of Colorado and we met on a weekly basis to discuss readings, share resources, and develop a plan of how to address our topic. We used the template to create deadlines, divide tasks, and provide an outline for our final list of recommendations.

We started our conversation with personal introductions and explanations of how our work experiences inform our respective approaches to the topic. We then dedicated time to defining our topic clearly so we all had a shared understanding of the direction we would be taking. Using the supplied bibliography, we signed up for readings and each provided summaries of the resources to inform the literature review and case studies. In addition to case studies from the readings, some of the members provided case examples from their workplaces, and looked closely at professional codes of conducts.

Literature review

a. History

The Access scope and Infrastructure working group read and summarized the Cataloging Ethics Steering Committee's bibliography and utilized this data to compose this section on History and Current Thought. Some of the resources in the bibliography allude to the American Library Association's first statement on [ethics](#) in 1939, and updated several times up to 2008 as the most current version. There is criticism of this particular code's exclusion of more explicit directions when it comes to cataloging and information organization. In response to this critique, ALCTS published the [Guidelines for ALCTS Members to Supplement the American Library Association Code of Ethics.](#)

[1994](#). The Canadian Federation of Library Associations/Fédération canadienne des associations de bibliothèques, or the [CFLA-FCAB Code of ethics](#) was also read and summarized. Regarding codes of ethics at an international level, as stated in [IFLA's Professional Codes of Ethics](#) website states, "In more than 60 countries library associations have developed and approved a national code of ethics for librarians. But a similar document on an international level adopted by IFLA didn't exist until 2012." It is important to note that IFLA's professional codes of ethics has been translated into 20 different languages.

A significant observation by many in the field is that there is a lack of a code of ethics impacting the daily work of cataloging and metadata workers in technical services, therefore stressing the urgent need to establish one. When looking at the evolution of library practices and their impact across communities, it is agreed that many have remained outdated and inadequate, and can even perpetuate inequities and racism to underrepresented communities.

To add to this, an impactful publication questioning ethics in knowledge organization and classification was "[Prejudices and antipathies](#); a tract on the LC subject heads concerning people", first published in 1971 by Sanford Berman. Berman identified problematic subject headings and strongly advocated for change by involving librarians and petitioning the Library of Congress, adding local notes and access points to bibliographic records. In addition to problematic LCSH terms, several authors discuss ethical cataloging dilemmas when faced with "deceptive" works, works in which authors misrepresent information, and offer solutions for addressing these once such materials have been identified as misleading.

b) Description of current thought (2009 TO PRESENT)

Even though there are several areas within the Cataloging Ethics Steering Committee, group members of the Access scope and Infrastructure team felt that there was going to be a lot of overlapping on topics and recommendations discussed with the other groups. To define "current thought", the group determined it would be best to focus on the last decade of research, and believe it's important to focus on ethical

considerations post-implementation of the Resource, Description, and Access (RDA) cataloging standards as a marker.

The general idea is that current thought seems to be trending more towards being inclusive and less rigid in our vocabularies and classification structures.

One of the most prevalent ideas that appears over and over in the writings from the last ten years is the rejection of the notion that library classification systems could ever be neutral. Classification is, in and of itself, a biased practice. One of the problems of classification and controlled vocabularies is that they are static whereas language is constantly changing and evolving. It is very difficult, nearly impossible for controlled vocabularies to change at the rate that language is evolving. Even the most radical cataloging librarians will choose language and headings that will need to be updated at some point in the future (Dabrinski, 2013).

There are numerous suggestions for how to combat this bias. Some ways to try to keep classification up-to-date is through the use of user-generated tags, using local subject headings, or using other non-LC authorized headings (Koford, 2017). In 'Classification in a social world: bias and trust,' Mai suggests embracing the fact that classification will never be neutral, and instead encourages the creators of classification systems to keep a dialog with the communities their systems serve and to be open about what the systems are intended to do and how they are constructed. When dealing with marginalized communities, such as indigenous peoples, it is imperative to include members of these communities in the creation of controlled vocabularies to represent their knowledge. In the past, Librarianship has been complicit in the perpetuation of colonial approaches to knowledge by replacing the knowledge of indigenous people with Western knowledge. In the case of the Xwi7xwa Library at UBC, the librarians successfully applied to the LC MARC Standards Office to have their subject headings recognized as an internationally authorized thesaurus. This was important because "[t]he misrepresentation of Aboriginal names and concepts engenders mistrust and damages librarians' credibility with knowledgeable library users. Inaccurate names are disrespectful and may be considered offensive as well as inaccurate. Offensive representation can cause harm by normalizing and authorizing misinformation" (Moulaison, 115) Using a controlled vocabulary that was created for this community

helps both the librarians and the users take advantage of the knowledge held within the Xwi7xwa Library.

When the Manitoba Archival Information Network (MAIN) imported LCSHs into the MAIN records, they were concerned with the ways that LC describes indigenous people(s). This resulted in the creation of a working group to replace LC headings with more culturally sensitive terms, while still using a standardized vocabulary. This allows for highly accessible and discoverable records (Bone, 2018).

While the goal should be to include members of communities as often as possible when describing materials relating to marginalized groups, there are some issues relating to infrastructure. First, the catalogers dealing with materials relating to different cultures may not have the time nor the access to subject specialists that would be necessary to truly provide accurate and consistent access. For smaller libraries with few catalogers, or libraries where cataloging is outsourced to vendors, it can be impossible to provide the level of attention needed to provide completely culturally sensitive headings. Secondly, there is a need to recognise that cultures (and therefore languages and naming conventions) are not static, but can and do change over time. Keeping our catalogs culturally sensitive would require constant monitoring and updating, and most librarians and catalogers do not have the luxury of time that would require (Diao, 2015).

In analyzing the literature, several authors discuss ethical dilemmas they themselves faced at one point or another, and use these experiences to advocate for a code of ethics. For instance, there were several resources that specifically focus on the ethical obligations and considerations required when naming creators in order to protect the privacy (and in some cases, safety) of the persons being described when establishing authority records. Several authors suggest considering alternate cataloging standards (created by other entities aside from the Library of Congress), which directly impact access. Additionally, when considering some of the ethical decisions the profession must make, it is clear that there are external circumstances such as ILS/LRM transitions, vendor selections and agreements, staff reorganizations, etc. which can then have direct impacts to cataloging and metadata workflows. There are well-known, specific problematic subject headings (e.g. encoding gender, indigenous populations) as

well as with classification systems and impacts in the current thought. Even though there are processes to bring change and update terminology, there are barriers to having changes approved. The bibliography included helps to point to the wide-ranging ethical conflicts faced in cataloging as a profession, again, escalating the urgency of establishing a code of ethics specifically for our roles. In daily workflows, there is a need for practitioners to discuss and assess such ethical dilemmas and to create and continue to create workarounds, nationally and/or locally, to better serve the information needs of our increasingly diverse and unique populations. This process is recognized to be of a continuous nature.

Early in our meetings, it was discussed it would be helpful for our group to look at codes of ethics for more established professions, such as medicine or technical professions, like engineering or architecture. Other codes of ethics reviewed included those created for library-adjacent organizations such as museums or special libraries.

For example, the [Ethics and Compliance Initiative](#) “is a best practice community of organizations that are committed to creating and sustaining high quality ethics & compliance programs. With a history dating back to 1922, ECI brings together ethics and compliance professionals and academics from all over the world to share techniques, research and, most of all, exciting new ideas.”

Examples and Cases

a) Case studies from literature review

Banush, D. & LeBlanc, J. (2007). Utility, library priorities, and cataloging policies. *Library Collections, Acquisitions, & Technical Services*, 31, 96-109. The authors studied the effect of using “triage-based” cataloging at Cornell instead of full cataloging of all items at all times. Their work suggests that there may not be too much lost by letting some cataloging go.

CannCasciato, D. (2011). Ethical considerations in classification practice: A case study using creationism and intelligent design. *Cataloging & Classification Quarterly*, 49(5), 408-427. Revisits an earlier case study in which a college president required a library to reclass works on “creationism” and “intelligent design” as science. In the original case

study, the implication was that this would be unethical, since LCSH places those concepts in religion. To class such subjects as religious at an institution which treats them as science, however, is ethically problematic as well.

Ferris, Anna M. (2008). The Ethics and Integrity of Cataloguing. *Journal of Library Administration*. 47(3-4), 173-190.

Situation: In 2006, the cataloguing directors of LC discontinued the practice of tracing series in bibliographic records.

Problem: Libraries that were using LC records would no longer have controlled series access points in their catalogues and would have to do the labour of checking and editing records. Cataloguers also were faced with the ethical decision about whether to shift away from bibliographic control or adopt a user-driven, participatory system. Cataloguers around the world participated in a formal petition to prevent LC from abandoning the series authority record. Members of the Program for Cooperative Cataloging have been maintaining policies and practices for series authorities and continue to contribute to Series Authority Records.

Impact: Since cataloguers worked to maintain the integrity of the catalogue by continuing the practice of maintaining series authorities, OCLC has agreed to retain the controlled series access fields.

Doyle, A. Lawson, K., & Dupont, S. (2015). Indigenization of knowledge organization at the Xwi7xwa Library. *Journal of Library and Information Studies*, 13(2), 107-134.
Retrieved from: <http://jlis.lis.ntu.edu.tw/article/v13-2-s1.pdf>.

Situation: The Xwi7xwa Library is the aboriginal resources branch of the University of British Columbia library system. They acknowledge that "a fundamental challenge for knowledge organization (KO) of Indigenous materials is that the dominant KO infrastructure is based on literary warrant of historic (and contemporary) colonial literatures and the Western epistemological assumptions of the 19th century" (111). While the LC system can be effective for multidisciplinary academic collections, it is not

appropriate for indigenous KO. Furthermore, the authors recognize that "the misrepresentation of Aboriginal names and concepts [in KO systems] engenders mistrust and damages librarians' credibility with knowledgeable library users. Inaccurate names are disrespectful and may be considered offensive as well as inaccurate. Offensive representation can cause harm by normalizing and authorizing misinformation" (115). The library has chosen to use a specialized Xwi7xwa classification system to describe and organize their collections.

<https://xwi7xwa.library.ubc.ca/collections/indigenous-knowledge-organization/> They initially added Xwi7xwa headings as local subject headings.

Problem: During an ILS migration in 2004, the Xwi7xwa Library lost the ability to browse their local subject headings, making it difficult to search and access their holdings.

Impact: They decided to apply to the Library of Congress MARC Standards Office to have their subject headings recognized as an internationally authorized thesaurus. Their application was accepted in 2005 (p. 113). The thesaurus was named the First Nations House of Learning, which could now be fully indexed in the authorized subject headings field, making their previously local terms, browsable and faceted. Additionally, there are now 11,000 subject headings in the FNHL thesaurus that are freely available to use.

Indigenous Subject Headings - AMA LCSH - Indigenous Knowledge Management - LibGuides at University of Manitoba. (n.d.). Retrieved October 19, 2019, from <https://libguides.lib.umanitoba.ca/c.php?g=455567&p=3278374>.

Situation: After realizing there was a lack of consistency in subject headings among participating archives of Manitoba Archival Information Network (MAIN), the Association for Manitoba Archives decided to import Library of Congress Subject Headings into MAIN's records.

Problem: Members of some of the participating archives were concerned with the ways that LC describes indigenous peoples, which resulted in the creation of a working group whose aim was to replace LC headings with culturally sensitive terms, while ensuring

record descriptions use a standardized vocabulary to allow for highly accessible and discoverable records. The working group developed a subject authorities list by consulting with Manitoba First Nations and Metis peoples, which all culminated in a document of 1093 changed or deleted LCSH and 120 new headings.

Impact: "When a large number of contributors with different backgrounds and training are assigning subject headings (as is the case in MAIN) [using multiple search terms in an unfocused way] exacerbates the problem. Thus, merely changing the words, without addressing the structure, is not an adequate solution" (p.88). "in a position of having to choose between official, legal, and socially and politically meaningful categories; and efficient access to resources. We chose efficient access to resources" (p. 89). The authors also discuss special considerations for libraries: how to maintain local changes for incoming shared metadata and what to do if records are being contributed to an external database like WorldCat (p. 94).

Robertson, T. (2018). Not All Information Wants to be Free: The Case Study of On Our Backs. In Fernandez, P. D., & In Tilton, K. *Applying library values to emerging technology: Decision-making in the age of open access, maker spaces, and the ever-changing library* (pp. 225-239). Chicago: ACRL. Uses the case of the digitization of a lesbian serial without obtaining permission from all of the women whose pictures appeared in illustrations to demonstrate the fact that making information freely accessible is not always an ethical practice.

Smiraglia, R.P. (2009). Bibliocentrism, cultural warrant, and the ethics of resource description: A case study. *Cataloging & Classification Quarterly*, 47(7), 671-686. Smiraglia compares standards-based cataloging of several titles in various formats to demonstrate the limitations of describing non-book materials using infrastructure meant for cataloging books. The description of music and video is not as complete as the description of books using text-based cataloging.

b) Case studies from work experience (Situation, problem, and impact)

1. Situation: LGBTQ+ subjects in library collections

Problem: There is implicit bias in the classification of LGBTQ+ collections, classed along subject headings and classification numbers for “Sexual deviations” and “Fetishism.”

Impact: To minimize negative impact to the LGBTQ+ community, a team of librarians and library staff at Colorado College addressed this issue by inviting discussion and collaborating with the community about the negative impacts. They decided to apply “conscious” signage directly to call attention to problems with the Library of Congress classification system. The signage was placed near the collection and provides background information, while encouraging library users to increase awareness and address other potential biases in library classification systems and library structures. The signage offers contact information of library administration, inviting and welcoming direct feedback from users.

2.Situation: “Illegal aliens” as an authorized Library of Congress Subject Heading

Problem: The problematic and inflammatory authorized LC subject heading of “Illegal aliens” may prevent access to search for collections on undocumented immigrants in any type of library, as well as discriminate against the undocumented immigrant community.

Impact: Evidence suggests that several media/information resources, use “Undocumented immigrants” instead of “Illegal aliens” to refer to the undocumented immigrant population. Despite a seemingly successful subject authority change announcement by the Library of Congress, the Library of Congress was prevented from finalizing approval to replace this subject heading. The use of this negative term perpetuates harm towards those residing in the country unauthorized. Some libraries around the country, such as the University of Colorado Boulder, and others, have either added more ethical, alternative subject terms, or replaced them, in an effort to communicate to all library users, that they are welcome. Initiatives have involved assessing infrastructure, such as local vs. consortium catalogs, types of systems, local indexing capabilities, staff resources, discussions between different departments, etc.

3.Situation: Cataloging of non-English language materials and access

Problem: There is a delay of cataloging and accessing non-English language materials as a result of limited language expertise among the profession.

Impact: Because there is a shortage of non-English native speakers in many cataloging and metadata departments, there may be a link to delayed access to non-English language material purchased in many libraries. At the University of Colorado Boulder, the cataloging department has language expertise for a variety of languages (numerous Romance languages, German, Russian, Korean, Japanese, Chinese); however, there is a need to outsource material written in languages for which no expertise is available in staff. This creates a delay in accessibility of non-English language materials to the library community. A more diverse and linguistically-diverse workforce in cataloging and metadata departments would help to reduce this negative impact.

4.Situation: Hiring and retention practices and lack of diversity in the profession

Problem: A lack of diversity in the profession, and a lack of diverse staff in administrative positions (in cataloging and metadata departments), can impact several types of essential services.

Impact: Evidence

(https://archive.cilip.org.uk/sites/default/files/documents/executive_summary_nov_2015-5_a4web_0.pdf)

(<http://www.ala.org/aboutala/offices/diversity/diversitycounts/divcounts>)

suggests that there is a lack of diversity in the profession in general, and may be more visible in academic library environments. To counter this, some libraries have worked with their institution's human resources departments to implement more inclusive hiring and retention practices. In some instances, libraries have developed their own Diversity, Equity, and Inclusion committees, which may assist with promoting diversity and inclusion practices in the workplace, in any department. Examples of how a lack of a diverse staff in cataloging can have negative impacts, include not being able to complete workflows (or prioritize) in the same method or workflow as for English-language materials due to a lack of adequate language expertise; low morale;

or a weaker infrastructure to support, retain, or recruit those minorities already in the profession or those wanting to join the profession.

5. Situation: Cataloging and student/volunteer workers

Problem: As a result of limited resources for increasing cataloging projects, many libraries allow cataloging of materials by student workers or volunteers.

Impact: Cataloging departments will frequently hire and train student workers or volunteers to assist with cataloging projects as a result of increasing cataloging requests and/or backlogs. With cataloging departments oftentimes consisting of a small staff and limited resources, searching for alternate ways to continue to produce cataloging requests is common. As essential and valuable as student workers and volunteers are (especially in academic libraries), a negative impact this practice may have involves not only the likelihood of erroneous or inadequate cataloging, but also a diminished wider-held perception of the value of in-house cataloging (i.e. the required cataloging skills and expertise), against the larger institution and/or profession.

6. Situation: Grants to assist with increasing diversity in the workforce (particularly in Technical services)

Problem: A number of grants are available to support library projects or programs to increase diversity in the profession, offering participants opportunities to get hands-on experiences or mentorship experiences. If certain measures are not taken by the organizations making these grants available, these programs can perpetuate harm rather than help.

Impact: Even though there are resources for libraries to seek and obtain funding to promote new initiatives or programs, a careful and educated approach is best when it comes to attempting to address and increase diversity in hiring and retention efforts in the workforce. There is a misconception that hiring alone is a solution, when retention can be overlooked. An adequate and supportive infrastructure should be in place before considering to take part in such programs in order to avoid perpetuating harm. This can be accomplished with numerous trainings on diversity, equity, and inclusion, and a

widespread supportive organizational culture for professional development in these areas. Clear goals and assessment/impact measures to reach satisfactory levels of competency (e.g. DEI committees or having regular internal discussions and/or reading clubs on these topics, for example) is recommended.

7. Situation: Cataloging outsourced to commercial vendors

Problem: Faced with shrinking budgets, the decision is made to outsource cataloging to commercial vendors, especially for languages in which cataloging departments lack expertise. Vendors are costly, but less costly than hiring regular employees who require benefits.

Impact: For the most part, outsourcing produces usable cataloging records with minimal descriptive standards. Quality control work must be performed (more often initially than further along in an established partnership), which requires staff time. On average, at our large academic institution, the error rate (with several different vendors) has been 30% to 50%. Occasionally vendor records will need a great deal of manipulating with metadata tools such as MarcEdit to make them compatible enough to ingest to our ILS with the library's record-loading system(s), which involves staff time. At other times, vendor records are so poor as to need extensive amounts of updating, which means using extensive amounts of already scant staff time. Vendor-produced records will lack expert subject headings that specialized local catalogers assign, so some more specific access points will be lost, balanced against the fact that records are "in the catalog" in the most minimal way. We may not be serving our users in the best way possible, particularly in a world class research university. The vendors used at our institution know the very same languages that the cataloging librarians in place do, and cannot help with the languages people here can't catalog. It is also unclear that the vendors used by our institution are unionized. These workers do not have the job security or the best working conditions that is their right, and we, as unionized academic employees should support our sisters and brothers who need the strength. De-professionalizing cataloging and metadata work is signaling that the institution does not recognize the value of cataloging and metadata work.

8. Situation: Hiring catalogers in non-librarian positions.

Problem: Due to declining funding, library administration creates non-librarian “professional” positions to perform functions that have hitherto been the province of librarians, such as original cataloging. These “library professionals” do not receive the same salary, training support, or professional evaluation in their reviews.

Impact: This is discarding professional standards in the name of cheapness and expediency by creating “librarian-lite” positions, and it is problematic in many ways. Qualified catalogers tend not to stay in these positions; they leave for librarian jobs. The resulting turnover -- hiring and retraining -- takes up time from already overburdened staff. Asking non-librarian staff to perform librarian work creates ambiguities which result in miscommunication, resentment, bad decision-making, lack of leadership, and wasting of time and resources. But most of all, de-professionalizing cataloging (and metadata) work is signaling that the institution does not recognize the value of cataloging and metadata work. It prioritizes what is cheap and quick over building deep local expertise that can contribute nationally. In this increasingly networked world, this is very short-sighted.

9. Situation: Uncritically reviewing workflows that privilege certain user groups (e.g. English language readers) and disadvantage others (e.g. readers in languages other than English).

Problem: Cataloguing workflows are often designed to be optimally responsive to English-language speakers, both in terms of time and quality of cataloguing. For various complex reasons often related to lack of infrastructure, lack of diversity in library staff, and assumptions about staff development, libraries serving multilingual communities do not always offer the same level of description or turnaround time for non-English language materials. Workarounds can lead to and reinforce unquestioned assumptions about what’s required to offer and improve service.

Impact: Users of languages other English do not have access to new resources acquired in a timely way or at a level of detail that is useful. Creating separate workflows for non-English language materials may result in unintended “othering” of certain library users and unintended assumptions of skills needed to process these materials.

Recommendations

In order to address the decisions cataloging/technical services staff and management face regularly, we recommend that a code of ethics cover the following areas:

1. Cataloging is not a neutral act. The assignment of classification and authorship has ethical ramifications and requires critical librarianship.
2. The ethical use of language in classification to ensure equitable access to collections, including respectful and current terminology referring to groups.
3. The acknowledgement that the use of local and user vocabularies can be a valuable supplement to controlled ones, especially in terms of addressing power and bias in terms of representation.
4. Reclassification projects are encouraged when access scope issues become apparent. Such efforts should be led by library staff with feedback from the community.
5. Using outreach, education, and signage about classification systems as an opportunity to leverage library change.
6. Catalogers need to interact with their users in order to serve them and should be provided opportunities to participate in public services.
7. Catalogers should produce empirical user studies to inform descriptive standards.
8. Cataloging-related products and services should be as community-led as possible, alongside products and services from third-party vendors.
9. A catalog should serve a global user community, including multilingual functionalities, and the catalog should serve all users regardless of abilities.
10. The nature of the collection should be considered when planning the scope of resource description and access. Not all resources are intended to be openly accessible. A level of detail appropriate to the nature of the collection needs to be considered.

11. Catalogers must preference service over economy, including limiting batch processing as a universal solution to problems of scale in describing collections.
12. Library administrators must review salaries and pay scales of staff at all levels, at the national and state level, ensuring that minorities and underrepresented groups are not in lower-level positions and are not under-compensated.
13. Persons being described in authority records have the right to choose the elements of that description. Catalogers should seek input and approval from the persons described to establish their name headings.
14. Cataloging and metadata workers and administrators must commit to developing competency in Diversity, Equity, and Inclusion.
15. Cataloging and metadata workers and administrators must commit to library professional development opportunities on updated cataloging standards and practices.
16. Cataloging and metadata workers and administrators will take a responsive approach to cataloging ethical issues moving forward.

Bibliography

The link provided here includes the original Cataloging Ethics Steering Committee Bibliography, with added Summaries, as well as resources suggested by our working group. The resources in this bibliography were utilized for supporting different sections of this document.

https://docs.google.com/spreadsheets/d/1cHiZ5-hpsETfbCl9mY_psuaXrlvwj70i521eKK_A5kQ/edit?usp=sharing