

# PCC Reporting Responsibilities and Workflows (LTS Procedure #78)

**ralIScope:** *The Library of Congress's Program for Cooperative Cataloging (PCC) requires its member libraries to submit periodic statistics for its constituent programs, NACO, BIBCO, CONSER and SACO. This document describes Cornell's procedures for getting our statistics to LC.*

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**Date last updated:** April 2024

**Date of next review:** March 2025

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## OVERVIEW: THE PCC DIRECTORY

The PCC's guidelines for how to input our statistics into their website can be found [here](#). The PCC Directory website is [here](#). (Login information for the directory is in the LTS shared drive, along with the stats tracking spreadsheet.)

The PCC requires statistics to be submitted at least twice a year: by April 15 (for October to March statistics) and October 15 (for April to September statistics). The website is set up for statistics to be entered every month, but it is fine to consolidate months: for example, leave the boxes for October and November blank, and input statistics for October, November and December all together in the December box.

Cornell Library generally records statistics monthly.

Note: the PCC Directory website is arranged by the Library of Congress's fiscal year, which begins in October. Thus, statistics for the October/November/December period fall into the "fiscal year" that is one year later than the calendar year: October/November/December 2023 = Fiscal year 2024. Once you select the fiscal year, the months will be laid out by their correct calendar year.

## NACO

- Wait until after the 10th of the month to access the previous month's statistics. (For some reason they may not be accurate before then.)
- Go to the [OCLC Statistics Portal](#) and sign in.
- Detailed instructions for how to use the OCLC Statistics Portal can be found [here](#).
- Open the "Institution" accordion tab, select "Monthly Usage Report," then "All Interfaces."
- From the new table, select "Authority Record Actions."
- You will see "LC Authority Adds" (that is new NARs) and "LC Authority Replaces" (that is updates to existing NARs) laid out by month.
- Next, go back to the list of authorizations under the "Institution" and select the account for the Music Funnel (NIC-Mu) alone, 100-296-000.
- Harvest the LC Authority Adds and Replaces from the Music Funnel account.
- **Subtract the Music Funnel Adds from Institution totals. Subtract the Music Funnel Replaces from the Institution totals.** These statistics are reported separately in the PCC Directory through the Music Funnel by Tracey Snyder.
- Log into the [PCC Directory site](#). Under Institution Statistics, select Submit Statistics, then select your fiscal year. Enter the Institution figures minus the Music Funnel figures on the NACO line for the applicable month.

Numbers from the OCLC statistics portal are also entered into an LTS spreadsheet available in the LTS - > "Batch\_ Processing" folder, - > "BIBCO-NACO stats" file on the shared LTS X drive. LTS numbers are arrived at by subtracting Law and Music numbers from the total numbers. (Login information for the directory can also be found in this folder.)

The NACO coordinator e-mails any delete requests/BFM to LC ([naco@loc.gov](mailto:naco@loc.gov)), along with any other problems that have come up. Catalogers should report any problems at the time they are found.

## BIBCO

BIBCO statistics come from two places.

- ~~A report in the LDP will identify materials with a transaction data note indicating they are original cataloging that have "pcc" in the 042 and \$c or \$d 000.~~ This report is not reliable. We have not counted these since migrating to FOLIO.
- Open the TCEC file on Laura Daniels or Jean Pajerek's machine. Open the file(s) for "ECIP Sent to LC." These files are arranged by Cornell fiscal year starting in July, so they don't completely harmonize with LC's reporting scheme, but the files are clearly labelled by date.
- Once the ECIP Sent to LC file is open, each record is precisely dated, and you can count the records for each reporting period.
- **Add** the LDP report figure and the ECIP Sent to LC figure. This is the number you submit to the PCC Directory.
- Cornell does not track or submit statistics for what PCC calls Changed BRs, which are optional under the PCC guidelines.

## CONSER

CONSER statistics come from a spreadsheet the CONSER coordinator maintains. This spreadsheet also records the CONSER barcodes for use in the 010.

New authentications and updates to authenticated records are tracked here.

## **SACO**

The NACO/SACO Coordinator keeps track of New LCSH proposals and New LCC proposals. Catalogers should notify the [NACO/SACO Coordinator](#) if they submit either of these types of proposals.