Introduction
This Annual Report for the CILIP Cataloguing & Indexing Group (CIG) covers the year 2014. It contains information on CIG activities over the year, and the sub-group CIG in Scotland (CIGS).

CIG Business Plan 2014
The CIG Business Plan 2014 states that CIG:

‘...Exists to support members working in, or interested in, the organisation, storage, retrieval, and dissemination of bibliographic data. It is actively engaged in the promotion, maintenance, and development of bibliographic standards. CIG promotes and supports members and the profession as a whole by running conferences, training events and visits, and on-line forums.’

The Business Plan notes that main purposes of CIG are to:

- Support members working in, or with an interest in, cataloguing and metadata activities in the widest sense;
- Promote, support, and contribute to the maintenance of bibliographic standards used with libraries;
- Ensure that members receive a good offering from CIG;
- Unites all those with an interest in bibliographic control, including not only librarians but also colleagues from the book trade;
- Operates as an expert voice, advising CILIP on matters of bibliographic control.

The Business Plan describes the core offer of CIG as:

- A CIG journal, Catalogue and Index, published quarterly available free of charge to all members;
- Regular monthly e-mails to all members advising of group activities and news;
- A blog for news, announcements, and discussions within and by members;
- Regular e-forums, enabling on-line discussion within the membership and beyond;
- A range of CPD opportunities including training events, workshops and visits;
- A biennial conference;
- Maintaining a current and informative website;
- A twitter feed;
• Ability to apply for financial support to enable members to engage with group activities in the form of sponsored places at the CIG conference;

• Award Alan Jeffreys Award annually;

• Award Anybook.biz sponsored place at a CPD event annually;

• Ensure the group is well run and finances are administered appropriately.

Key priorities for 2014 are stated as being:

• Run the biennial CIG conference;

• Continue to develop a series of events to support the membership to provide on-going CPD opportunities;

• Investigate and implement a support network of mentors to benefit the membership;

• Run further e-forums on topics relevant to the membership;

• Provide opportunities for financial support to members to attend events as appropriate.

**Delivery of the CIG Business Plan**

• 4 issues of the CIG journal, *Catalogue & Index* were published in 2014 exploring linked data, developing professional skills, project management, and presenting articles based on the CIG Conference 2014 papers;

• 11 issues of the monthly e-bulletin *News from CILIP CIG* were published, with technical issues preventing the circulation of the 12th; e-mails to all members advising of group activities and news;

• CIG maintained an active online presence through its blog, Twitter feed and web pages;

• CIG responded to demand from other CILIP Special Interest Groups delivering a one day course on cataloguing for non-cataloguers in partnership with the British & Irish Association of Law Librarians (BIALL) and an e-forum on getting started in cataloguing;

• CPD opportunities provided by CIG in 2014 include a one-day linked data workshop in Birmingham and a visit to the London Library;

• The CIG Conference 2014 *Metadata Making an Impact* was held over three days in Canterbury with a diverse and stimulating range of presentations, lightening talks and posters;

• CIG provided a sponsored place at the CIG Conference 2014 and launched the CIG bursary which aims to support research, best practice, and professional development in the field of metadata, cataloguing, classification, indexing, and the technology for these areas with an annual bursary of up to £500.

• The Award Alan Jeffreys Award 2104 was awarded to Tom Meehan;

• The CIG Committee met 4 times in 2014 and sought to run CIG and its finances appropriately with guidance from CILIP;

• Disappointingly Anybook.biz decided not to honour their commitment to sponsor a place at the CIG Conference 2014;

• CIG introduced a support network of mentors to benefit the CIG membership by establishing a *Cataloguers Wanted* section of the blog.
CIG in Scotland

CIGS provided an active and varied programme of events for CIG members in Scotland, many of which attracted CIG members from other parts of the UK and beyond.