

**MSC Content Management Committee  
Fall Meeting – August 23, 2019, Helena MT  
Minutes**

Meeting called to order 9:00 a.m. by Chair Jodie Moore.

Beth Boyson will take the minutes today

In attendance CMC: Jodie Moore, Beth Boyson, Jan Dawson, Abbi Dooley, Stephan Licitra, Victoria Lowe, Pauline Parpart, Dave Shearer, Laura Trett. Attending online: Jennifer Hossack

In attendance MSC Staff: Jemma Hazen, Rebekah Kamp

Minutes from March 7, 2019 meeting were approved

**Three Committee Vacancies:** 1) Acquisitions, 2) School District, 3) Academic.

1. Membership agreed to forward Alice Kestler's (ImagineIf) name to Exec Board for appointment to CMC as Acquisitions rep.
2. Jemma suggested the Havre school district might be a good place to begin looking for a School District rep; Sheri Postma might have an idea as well.
3. Jemma suggested that YCC librarian Susan Overholt might be a possible academic replacement. Ditto for Aaron LaFramboise from the Medicine Springs Library, or one of Aaron's two library technicians. With so few academic libraries in the MSC, we don't have a lot of possibilities.

#### **Chair's Update**

Jodie explained how the serious illness this summer of one of her staff had made summer at her library chaotic. Jodie thanked Jan Dawson, vice chair, for her help in planning today's meeting.

#### **Executive Board Update**

Jemma reported the Exec Board had met on August 20 to set the agenda for their retreat on September 12 in Helena. Included on agenda:

- select an Exec Board chair (position currently unfilled)
- discuss BookMyne and alternatives.
- set Fall membership meeting (for October and online)

#### **SYSTEM UPDATE**

##### ***Staffing Update***

Some MSL restructuring underway. A fourth MSC system administrator will be hired, and one of the three current administrators will be chosen as lead.

##### ***OCLC Group Services Contract***

The current OCLC contract expires 06/30/2020. This fall and winter will see negotiation of a new contract, with contract signing set for early 2020. Stephan will serve as CMC rep on for this contract process. Negotiation will explore libraries being able to pay just for what services they need, and having OCLC make more data available to MSC. Negotiations will also specifically address the particular needs of MMP.

Contract renewal with OverDrive is in progress now

### ***OCLC Reclamation/Cleanup***

Reclamation project was delayed, but completion expected later fall. Following reclamation, some clean-up will be necessary; some of the cleanup will be able to be automated, and some will need to be passed onto members and CMC volunteers. Jemma will handle the discard/delete cleanup in the next three weeks.

### ***Project Gutenberg***

Two libraries asked that their catalogs have a link to the Gutenberg link

### ***E-Resources/Apps***

SirsiDynix's BookMyne has been dropped from the Google Store because of security vulnerabilities, but libraries currently using it can continue to do so. As a possible replacement Sirsi has developed a new app, Bluecloud Mobile, which allows for account management and general cataloging searching. To include digital resources, MSC would need to purchase an additional service, eResources Central.

MSL is in the early stages of a pilot project with the Digital Public Library of America and Lyrisis, exploring another product to address digital resources. The product allows borrowers to discover digital assets (including MontanaLabry2Go), books in the public domain, government documents and individual library subscriptions. Two MSC libraries (Missoula and Sheridan County) and two independent libraries (Great Falls and Butte are testing and evaluating the product.

Further discussion will occur at the fall MSC membership meeting.

### ***New MSC Libraries***

Yellowstone Christian College and Lewis & Clark Public are now onboard and making excellent progress with their post-migration cleanups. Lewis & Clark is using the Serials Control module, the Debt Collection Module and the Acquisitions module.

### ***Network Security***

The new MSC administrator will be charged with reviewing the network security needs of the MSC individual libraries, including system-wide implementation of a VPN (Virtual Private Network). The VPN will insure that PII (personally identifiable information) will be encrypted when traveling across the Internet. For all libraries, collection of the only the most general PII is desirable, with no (or minimal) collection of sensitive data some as SSN, driver's license numbers, date of birth.

Work continues on establishing procedures to manage the various phone fields in WorkFlows. Family cards as a system-wide phenomenon are also being explored

Libraries wishing to reduce the number of key strokes necessary for Override commands can open a ticket.

### ***Forums/Help Desk***

Jemma reported the deployment of a new community forum available through the Help Desk Forums are seen as useful for supplying peer-to-peer support on any number of possible topics; forums will be moderated Must log-in to participate. CMC is encouraged both to initiate topics for forums, and to assist with topics that other libraries might raise, The forums should also prove useful for Exec. Board communications.

If members have not yet set up an account with the new Help Desk, Jemma strongly recommends doing so.

### ***Enterprise Update***

MSC staff is working with Sirsi/Dynix to deploy Harvest Unleashed, an enhancement that will insert authority records and attributes into harvested catalog records. Punctuation problems in authority files will also be corrected.

Syndetics has upgraded their code, which will change the display of book summaries and reviews. These will display under "Explore Summary"

Online payments are now live and available to member libraries. (Thanks to North Lake County and Belgrade for their work testing this service.)

Some libraries have requested an MSC review of the various display codes in Enterprise and Jemma sees the need as well to review generally Enterprise description for clarity, consistency and inclusiveness.

## **OLD BUSINESS**

### ***Acquisitions Pilot and Standard Acquisitions Procedures (SAP)***

Jemma reports that Missoula will go live for preprocessing this month and that FCL will come onboard in September. Jemma is working to schedule acquisition activities among participating libraries, moving towards centralization of processes which will lead to greater cost effectiveness.

Jemma spoke about Functional Descriptive Categories (christened 'Funk Cats' by Jemma) which any library can use, whether using the acquisitions module or not. The categories are displayed in the Knowledge Base (KB), and here is some of that KB content : *Functional Descriptive Categories describe the loan behavior of an item while preserving important statistical categories like format, audience, and genre. They're designed to work in any library type, regardless of shelving system (Dewey, LC, genrefication), whether a library is a member of a sharing group or not. Any MSC library can be quickly mapped to these categories without having to change spine labels. Open a ticket for more info*

Jemma reports that the SAP manual is in rough draft, with the final draft to be completed once Missoula has been through the training process. At that point, policies will go to CMC for its approval. The document will be posted to the Knowledge Base, and CMC and MSC staff will at that time assume maintenance of the policies.

### ***SCP Revision Subcommittee Report – Section 6.3 Edition Statement (250)***

Committee reviewed and voted to accept the subcommittee's recommendation to add an edition statement entry for books that come with a CD

### ***SCP Revision Subcommittee Report – Section 6.10 Reading and Interest levels/Accelerated Reader, Reading Counts & Lexiles***

Committee reviewed and voted to accept the subcommittee's draft for expanding the use of Target Audience Information (521) and Study Program information (526), and stressing regularization of punctuation. Rebekah will arrange to have the 521 and 526 fields display in Enterprise.

### ***Circ Rules Subcommittee***

This subcommittee, comprising Amy, Abbi, Carly and Brooke, charged with the review of approved circ rules and creation of a framework for approving new rules, will begin its work this fall when Brooke returns from maternity leave.

### ***Compliance Intervention***

Jemma reports that four libraries remain under review. Once the OCLC reclamation work is done, Jemma anticipates one library will receive an intervention letter in January 2020 based upon the downloading of records sharing the same 035 content.

### ***MLA Tech Services Interest Group/MT Treasures/Mentorship***

Laura Tretter gave an update. The Interest Group now has a co-chair, Christine Call from Butte-Silver Bow. For MT Treasures, the categories of items for which original cataloging can be provided are: items having Montana as a subject, items having Montana as a setting, and self-published books by Montana authors. Six more items have been cataloged since CMC last met, and new items have been submitted. Laura asked if we might want to assess the usefulness of the service, or if, instead, we would just continue to keep track of items cataloged and in what time frame. Do we want to set an end date to the service or keep it open-ended? The 2019 MLA Conference program at which CMC mentors provided on-the-spot original cataloging assistance (for Montana items) was viewed as successful, and the same program will be suggested for the 2020 Conference.

## **NEW BUSINESS**

### *New concerns for FY 2020:*

- a) creation of guidelines for entering patron addresses
- b) allowing new non-fiction trade paperbacks to be added to the records entered for hardcover editions
- c) how to manage cataloging of DVD/Blu-ray sets when a library wants to circulate the discs separately
- d) Jemma discussed how the SCP had been added to the Knowledge Base (KB), section by section. Problems:
  - i) multiple topics are covered in each section, so the current section-by-section KB arrangement doesn't allow a cataloger to easily zero in on the content she needs.
  - ii) Some SCP sections include specific procedures for modifying bib records, while numerous other sections state what changes can/should be made but do not include the specific instructions for doing so. (For example, there are no specific instructions for adding an item to the record or for adding a MARC field.)

Jemma's plan is first to add all the specific procedures to the KB, then to write procedures to accompany all the other references to record modification. A final step would be to add procedures for modifying records in Connexion (or provide corresponding links to existing OCLC training). In all, a big and long-term process, but let's get started.

So a new subcommittee was created to revise SCP content for adding nonfic trade paperback holdings to the hard cover record; for managing bib records for DVD/Blu-ray sets; and for identifying all specific procedural content in SCP and beginning to incorporate that content into the KB.

Subcommittee members: Dave, Stephan, Jemma and next year's vice chair (still be determined)

### *Officers Update*

- Victoria Lowe was nominated and elected to serve as CMC vice chair for FY 2020, and therefore as Chair for FY 2021. This makes Victoria the chair of the new subcommittee that includes Dave, Stephan and Jemma
- Jan Dawson was welcomed CMC Chair for FY 2020
- Beth Boyson was appointed to serve as secretary for the February 2020 CMC online meeting.

### **Announcements**

- Jan reported that Brooke Weiss is not at the meeting because she is at home with a new baby. Congratulations!
- Jemma reported that long bib records—those with 60,000 characters or more, like Harry Potter records-- are shadowed in a WorkFlows Browse search, but will appear in WorkFlows keyword searches and on Enterprise

**Next Meeting** – date TBA, via Go-to-Meeting

Meeting was adjourned at 3:30 pm.

Respectfully submitted,

Jan Dawson  
Acting Secretary  
02/25/2020