

Minutes

- ❖ Welcome, introductions, housekeeping announcements, choose a note-taker

- ❖ The meeting was called to order by Dave Shearer. Ken covered the housekeeping announcements. Roberta Gebhardt volunteered to take notes.

- ❖ Roll Call

In attendance: Nancy Venable; Calry Delsigne; Diane Anderson; Lois Dissly; Dave Shearer; Laura Tretter; Carrie Nelson; Janice Kalvig; Lyndy Bartlett; Paulette Parpart; Marilyn Trosper; Sam Suber. MSC Staff: Ken Adams; Melody Condron; Amy Marchwick.

- ❖ Review previous year's meeting minutes

Discussion from last year's minutes included questions on |Z batch changes of analytics. The extra space is causing problems with label printing in Missoula. More about this topic later. Were all the tags that needed indexing indexed? Yes, they were. Talked about not removing the 020 or 949 from Missoula records so that the records will work with their auto DVD machine. There are still questions about the Agent/Client Program.

- ❖ Quarterly Authority Updates and Catalog Cleanup (Ken)

Ken talked about the quarterly authority updates that are occurring. Several people asked if the updates were actually doing what they should. They've been seeing lots of bad authority records in the catalog. It appears that if the 100 or 700 tag is incomplete then there is no match point to use. Ken suggested that the committee look at records really closely after the next update that will take place on March 16th. Melody mentioned that as new libraries are brought in they are receiving a report of titles that didn't match and are being asked to transfer their holdings to good records. This will also help with the catalog clean-up and the authorities. She also mentioned that the Missoula Schools did not receive a report of records because it was too large.

Catalog cleanup is continuing after a break in November and December. So far they have cleaned up up 32,000 records. The find it, fix it rule still applies. We may need to send out a reminder to folks that if they find a problem and can't transfer they should be contacting their mentor.

ACTION: Committee will check after March 16th to see if the Authority Update is working.

- ❖ Cataloging Guidelines Review and Update (Lois)

Lois sent out the guidelines last week for review. She received corrections from Laura, Roberta and Janice. Once the guidelines are complete, Amy and Melody will reformat them to make them more useable from the website. The question was asked if we should include

Acquisitions/EDI in these guidelines. It was decided that this document is **big** enough as it is. Acquisitions/EDI should have their own guidelines.

Paulette suggested that we change the name of the guidelines to Standard Operating Procedures. She wants the document to be used and not be a guideline. This is what you need to do to help keep the catalog functioning. After some more discussion the name was changed to Standard Cataloging Procedures (SCP).

Questions were asked about Brief records in the system and how those are being cleaned up. It was suggested that libraries should be running a brief title report occasionally to see what types of these records they have out there. The "Required Field" report has been discontinued **for individual libraries but is still running for MSC** Admin to work on cleaning these up. It was becoming too hard to manage all the different reports that had to be run. Admin is also running reports of titles with call numbers and no items and passing these on to libraries to fix.

The screen shot for SmartPort settings was discussed and it was mentioned that it needed to include the Strip Junktags box. Lois has fixed this. We might want to go over SmartPort settings in a tip of the month.

We were asked to approve 2 more GMD's for use in the catalog: Braille and poster. Both were approved and will be added to the list of GMD's.

Lots of updates need to wait until we discuss RDA and how that will affect us.

❖ RDA (Paulette, Laura, MSC Staff)

The first topic tackled was the GMD. In RDA the GMD is replaced with the 336, 337, and 338 tags. These tags have been indexed in the MSC and are being displayed if you change the display to ALL and then look at the catalog record. OCLC is recommending that GMD's be left in existing records for 3 years. After that they will be automatically removed. It was decided that for now you can keep adding the GMD to the record, even if it is an RDA record, but you have to manually add it. Questions were asked about the icons that appear on the search results. It is currently pulling from the Item Type but in Enterprise it will be pulling from the 007 tag. We have a lot of cleanup to do on the 007 tags in the records to make this work correctly.

260/264 tags were the next topic. The 264 and all of its indicators need to be indexed so that it will display in the record.

It was decided that we wouldn't do anything about display right now. We will meet again in 4 months, via teleconference to see where things stand and what changes need to be made.

AACR2 vs. RDA vs. Hybrid records – If there are multiple records available which one do we prefer? Do we want people to add 3XX tags to AACR2 records? It was decided that we will still prefer the DLC (Library of Congress) record and that we will not expect libraries to

update AACR2 records to RDA. OCLC is expecting to start creating automatic 3XX tags based on information in the record and the GMD. Would it be possible for us to get the 3XX tags and insert them in our records? We could replace all the records but then we would lose all local info added to the records.

ISBN Normalization – RDA states that you should add the ISBN with hyphens. This goes against current practice and may cause matching problems in the future. **Ken will follow up with SirsiDynix to determine if system will match on ISBN whether it includes hypens or not.**

It was asked what we should do about extra ISBN's in the record. This is covered in the current SCP.

ACTION: Meet in 4 months, via teleconference, to look at display issues with RDA and what to do about the 3XX tags.

❖ **LUNCH**

❖ Updates from Melody

The junktag list went around the table and a few were added. After discussion the first list stands. We need to make sure that folks have the strip junktags box marked on bibload reports and on SmartPort.

Phantom Hold Situation – Melody can you add what this was all about? ☺

Call Number Analytics are being cleaned up. Mike created a list of around 300,000 call numbers with analytics. Periodicals are not being cleaned up. There are about 80,000 left to go through.

Amy may be able to figure out how to fix the label printing problem.

Paulette has cleaned up the Backroads of Montana. Hopefully, this is the last major cleanup on that title.

❖ Cataloging mentor program and Agent/Client Program (Melody)

Discussion about the differences between mentors and agents. Mentors are who to ask for help with all things and agents are to help get records into OCLC. Because everyone now has access to OCLC and can catalog in OCLC do we really need to Agent/Client program? Melody invited Sarah McHugh to join us for this part of the discussion. She stated that the thought behind the program at the beginning was to get unique, local items into WorldCat. At one point it was thought that clients could send photocopies to the Agent and the agent could catalog the books for them. Several people mentioned that their employers would not like to see them cataloging other libraries stuff. After much discussion it was decided that we should do away with the Agent/Client program. Mentors will take on this role and work with libraries to get records either cataloged in the MSC or in OCLC. The records can then be exported from the MSC into OCLC and added that way.

It was asked if there would be any way to create a pool of money that MSC members could use to pay for cataloging. It could come from the catalog cleanup money or could be a new pool.

Lois will re-work this part of the SCP and bring back to us for review. She will include contacting MSC Support, creating tickets and mentors.

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❖ Enterprise – First Look (Ken)

Ken showed us the 3 different profiles that have been set up so far. There are lots of choices with this product and they are hoping to limit some of them with the profiles. Ken asked for our help in coming up with the best set of options for the profiles. He will send out a link to the Belgrade Community Library site they have created. Play around with it but remember that it is live so don't place holds, etc. Ken would like to show this at the Spring Meeting. Amy will create some sort of poll for us to use to give our feedback.

ACTION: Look at Enterprise and let Ken know the best things to include on the profiles. Respond to Amy's poll by April 1st.

❖ Call Number Display on Search Hit List (MCPS and Exec Committee)

Missoula School asked for this to be implemented for them and it has. They really like it even if the call number displayed is not their call number; it at least gives folks a place to start looking on the first results screen. We can have this turned on if we want it turned on for our libraries. Enterprise should display each libraries call numbers on the results screen.

❖ 856 Tag Cleanup, **EBSCO Host** e-books (NetLibrary) (Laura, Melody, Ken)

Laura talked about the subcommittee that worked on the 856 tag and the section of the SCP that was created. We are encouraging everyone to be checking links that are coming in and to create a subfield z that will display for the user. Also talked about the link checker report and suggested that Laura ask around at COSUGI to see what other libraries are doing.

NetLibrary has become **EBSCO Host** E-books. The NetLibrary collection was purchased in 2006. **The original 50 libraries on the NetLibrary contract plus several others that OCLC allowed us to add later** had access to the ebooks. Now only **original 50** libraries in **the contract purchased from OCLC by EBSCO** will have access to the ebooks. The Executive Committee is looking at weeding the collection and purchasing new titles. **Recent reports of broken links and user validation problems will be resolved in the near future by removing the current e-book records and then replace them with updated records from EBSCO.** Links should then work. The 856 will include an EZ Proxy link and appended linked text **that will greatly simplify user validation.**

❖ Matching Records Bug when Importing MARC records (Ken)

Ken mentioned that there is a bug right now that sometimes keeps records from matching correctly. This will be fixed with SP3 **that is currently scheduled for release in April.**

Cataloging tips: There are 2 tips left from last year's list. Carly will send reminders again this year. She will send them the month before our tip is due.

Person	Month	Topic
Marilyn	March	Receipt printers
Janice	April	SCP updates
Lois	May	Ebsco Ebooks
Roberta	June	RDA – brief overview
Laura	July	Serial vs. single bib
Dave	August	GMD's
Lois	September	Support
Carly	October	Learning Portal
Carrie	November	SmartPort Settings
Paulette	December	Indicators
Sam	January	Searching 101
Diane	February	Transfer – right click

- ❖ Election of new vice-chair (Dave is current Chair and Lois is current Vice-Chair)

Laura volunteered to be the new Vice-Chair.

- ❖ Meeting was adjourned at 3:15 pm.