

Cataloging Advisory Council -Thursday 3/3/2016 at 9:30 at UHLS.

(Action items in red)

Present: Joe Thornton (UHLS), Rob Carle (UHLS), Sue Dague (EGRN), Jen Murtha (VOOR), _____ (SNLK), Peg Mello (COLN), Katie Farrell (APL), Jendy Murphy (APL), Lisa Pitkin (GUIL), Catherine Stollar Peters (BETH), Karin Martin (BETH)

1. Review minutes from 2/4/2016

- From last meeting: Enhancement request could be made for Encore and Checkout to make the 245 the first to show up, not the first title field. (240 or 130, for example.) This will be a Sierra decision based on all users of Sierra. **This was fixed for 240s, not for 130s. Nothing more will happen. Would involve reindexing database, which costs money. Joe will look into cost.**
- From last meeting: Joe will rewrite his Total Items to exclude statuses of withdrawn, on Order and Online. At the end of the year, he will compare the Horizon annual numbers for Total items and compare to Sierra Total items. Rob has been exporting data to Excel for the Withdrawn items he has deleted, so he can also share that with member libraries. **However some libraries and some categories end up showing negative numbers, perhaps due to changing location codes, etc. If we change to having withdrawn items deleted only after Joe generates monthly stats, problem should be avoided. Agreed. Joe will delete withdrawn items monthly.**
- Tags – Adult Services and Youth Services will make decisions
- Match points – Rob does these for 245|h weekly, generally.
 - o BluRay issue – Rob also looks in other places in record to adjust Material type.
- Metrolands and serials holdings at APL - **Katie will share when she's done**
- Discussion of how cataloging/technical services departments are set up, how they function. **Peggy will send a poll out again.**

2. SCAT table - Catherine's spreadsheet (with help from other BETH staff)

- These impact Decision Center, Statistics function in Sierra, also categories in item circulation.
- Dewey table exists – only needs a few adjustments.
- Alpha call numbers are more complicated and varied. Table captures about 80% of variations. There are “winners” and “losers” for every library. We will just have to be aware of which reports or which parts of the results will and won't work for our libraries.
- Suggestion made to include actual ranges used in the name/label columns of Scat table.
- **Joe will resend scat table.**
- **Joe will send each library a list of their unique call numbers.**
- **Each library can send suggestions to this group (cataloging@uhls.lib.ny.us) for ranges to be added to Scat table.**
- **Libraries are encouraged to deal with call numbers that start with a space (errors)**

3. Cataloging expectations - 245\$h, first to attach an item, 6xx, etc.

- For brief records, small libraries should be encouraged to download from OCLC, or ask Rob for help.
- Responsibility must be shared, with first step being to always fix brief records by editing and/or finding a full record in OCLC.

- Always correct the 245|h
- For example, 5 matching points for books: (Rob will add more about this in UHLS training page under “Bibliographic Record Processing”)
 1. Author (1xx)
 2. Title (2xx)
 3. Publisher (26x)
 4. Copyright date (26x)
 5. Number of pages (3xx)
- 4. OCLC import - working ok? YES.
- 5. RDA Toolkit – UHLS will purchase one subscription to share (one user at a time.) Others can also get trial access.
- 6. Maggie Horn – (She doesn’t do RDA.) What do we want?
 - Very basic level. How to recognize when you have a serial.
 - Maybe short period at end for more advanced question.
 - Two hours, max. Morning.
 - Joe will schedule.
- 7. LTI –authority control – 3/31/16 – while database is away, no editing bib records, but we can import bibs, can add items. Joe will send reminders
- 8. Primary focus of next meeting will be reports – what people/libraries need, and where are the places to get the reports. Joe will send out invitation to everyone (all lists).
- 9. Z39.50 Joe will keep trying to get III to get it working.

NEXT MEETING - First Thursday in April: April 7, 9:30 AM at UHLS.