

Catalog Committee
Cataloging Advisory Council 10/6/2016

ATTENDING: Rob Carle & Joe Thornton (UHLS), Jendy Murphy & Katie Farrell (APL), Lisa Bouchard, Lisa Thomas, Karen Martin (BETH), Lisa Pitkin (GUIL), Peggy Mello (COLN), Laurie Burns (TROY), Jennifer Murtha (VOOR), Sue Dague (EGRN)

Agenda:

1. Minutes review (everything that was discussed at last meeting):
 - a. Z39.50. **Joe & Rob need to contact each institution. Will also contact MidHudson.**
 - b. Decision Center - **Rob scheduled October 27th 10AM training at UHLS.**
 - i. **Also a Webinar on Oct 17th, 10AM - access from your own desk, or meet at UHLS. <<https://www.gotomeet.me/SCLS>>, <http://portal.suffolklibrarysystem.org/events/reports-and-statistics-decision-center>>**
 - c. Import button in Create Lists. Ongoing: Joe working on this, to translate barcodes to record numbers. **He will send out options and we can decide on preferred method.**
 - d. Serials – “Request” option on Bib for periodicals, which are non-request. Rob solved.
 - e. Colonie Serials Holdings not showing in Encore. **Rob & Joe may have solved, but still checking.**
 - f. Is there any way we can configure the OCLC import to not download HTML entities? Rob has solved. **If anything new, since 2-3 months ago, let Rob know the bib number.**
 - g. Ordering new Chinese language materials.
 - i. **Jendy will remind Xiaofei about using capitals in Call No.**
2. Weeding reports - **Joe will reconfigure both “by Location Code” and “by Call Number” to be like the rotating collection report. It will include better information about checkouts, statuses, etc.**
3. Discussion about Location Code report - It is useful to identify State category for each location code. Number in Location column includes all statuses. **Joe will edit right hand column to read “Checked Out and Not Available”**
4. RDA Toolkit.
 - a. Katie reported that it is useful to answer cataloging questions. Lisa Pitkin says it is the best source for up-to-date info.
 - b. From Sierra - You must open a bib record, select Edit, then from Tools drop down menu select “RDA Toolkit.” Requires Profile Name & Password (uhls/rda). Not integrated with Sierra bib record; it is a PDF manual.
5. 34,955 bib records with no items, holds, etc., which are candidates for deletion (Review File #74). Please look it over and be ready to discuss whether it's safe to delete them all. **By Nov 1, 2016, any of us can remove any items from this review file we want to keep. After that date, Rob will delete all items left in file, as well as any orphan bibs. Rob will Suppress all from view.**
6. Question about Item Specific requests. Reminder not to put info in Volume field if not a serial. GHolds can go on on-order records. If all items are entered as NonRequest, the Hold is never filled unless ItemType changes when no longer new. Hold is also never deleted if not filled.
7. EGRN will be starting Acquisitions in 2017.

Next Meeting: (No meeting in November due to NYLA.) Dec 1, 2016 – 9:30 to 11:00 in Green room at UHLS. Agenda will include all Serials topics:

1. Can we discuss serial records with a focus on the newspapers we receive? (Katie)
2. Closing serial records: See UHLS Training document. Catalogers should close old record and then communicate with cataloging@uhls.lib.ny.us.
 - a. Lisa will continue merging monographs that should be serials, and notifying cataloging@uhls.lib.ny.us.
3. Fall project – recommendations on managing and cleaning up Serials. **We'd like to make each library's holdings display options uniform. Discuss at next meeting. Include other committees since not always a cataloger doing this at every library. Maria from GUIL needs to attend. Rob says this should be from this point forward, not retroactive.**