

Cataloging AC Minutes 12/1/16

ATTENDING: Rob Carle & Joe Thornton (UHLS), Jendy Murphy & Katie Farrell (APL), Lisa Bouchard, Lisa Thomas, Catherine Stollar-Peters (BETH), Lisa Pitkin (GUIL), Peggy Mello (COLN), Jennifer Murtha (VOOR), Sue Dague (EGRN), Pegeen Lorusso (SNLK)

1. Call number in KW index? Since this should be searching the Bib record, can we remove it? No – it costs money to re-index, and it can be useful. Note: Keyword searches for entire words, so if no spaces around hyphens, as in “1700-1750”, the hyphen is treated as a character in a word, not as punctuation. **Rob will check in the bib index, for which fields are being searched.** We are not sure what, if anything, can be used to truncate in Keyword searches.
2. Problem with LPB order records. This is not so much of a problem now since Bethlehem has a specific B&T account for them, and APL will check all LPB bib records when they are ordered.
3. Which libraries are planning to renew their membership in IUG? (Jendy) - Bethlehem will. Only \$100/year. Good to have another vote within UHLS, but III may be changing this process.
4. We would like to offer some suggestions to customize permanent substitution phrases for data entry. **If you want something added to list of “Substitution Phrases”, send to Rob.** There are also keystroke shortcuts. (Right click in record, or from Edit drop down.) Can be used for Bib, Item, Patron records – and the relevant substitution phrases will be listed as options.

Here is the CSDirect info about using substitution phrases:

http://csdirect.iii.com/sierrahelp/Default.shtml#sgil/sgil_maint_enter_substitution.html

Here is the info about adding the Substitution phrases in Admin Corner:

http://csdirect.iii.com/sierrahelp/Default.shtml#sadmin/sadmin_options_substitution_ph.html

We are looking for these phrases:

| Type | Code | Substitution Phrase |
|------|------|---|
| b | u | [sound recording (unabridged CD audiobook)] |
| b | lp | [large print] |
| b | cd | [sound recording (CD)] |
| b | d | [videorecording (DVD)] |
| b | p | [sound recording (Playaway)] |
| i | mp3 | MP3 PLAYER & LANYARD |

We could talk about this at Cataloging Advisory Council to see if others are interested in

using substitution phrases for bib and item records and what those phrases might be. (Catherine)

5. Review file #69: all items with status (\$) lost and paid and (m) missing that were last updated prior to 9/1/2016. Should we delete these records? (Rob) APL has Rob do this regularly. Some libraries do not want Missing items deleted, because they often turn up. **Rob will bring this up to Circ Advisory as two questions – for \$ and m separately.** Jendy brought up Decision Center report in Evaluation-Item Trends which seems to report on deleted records. **Jendy will follow up with Rob for documentation on what this report really does.**
6. I recently found out that when Overdrive introduced their new enhanced catalog on 11/9 the ability to filter by age group/lexile scale/audience went away. I used to always use this to limit for books for my first grader. **It does have links for Picture Book, and Beginner Reader.** I thought I might be able to figure out how to do this in Encore? I have never cataloged Children's items – do we typically populate a field with this information? 521 tag is for Audience. **526 is Lexile/reading level field.** How could I limit a search in Encore to Audience? Or is this not possible. (Peggy). Not possible right now. **Should we ask for something like this in Encore, perhaps incorporating Novelist reviews, for example? Let's discuss again.**
7. 36069 bib deletions. Rob did this. No problems. Most were old records from migration.
8. Z39.50 –
 1. Several targets are now working.
 2. MidHudson still doesn't work.
 3. Rob can't find Selco. **Sue will investigate.**
 4. SALS takes their records from UHLS, but perhaps useful for local history. **Rob will look into it.**
 5. Queens Borough – **Rob will look into getting this also**
 6. Also, SkyRiver will be making a presentation for UHLS. SkyRiver uses Z39.50, but import happens immediately, not next day as with CatExpress.
 7. Committee still likes CatExpress (UHLS pays \$1 per record – about \$25,000/year)
 8. **Rob will create a screencast for how to import from Z39.50, and also come to libraries who need training.**
 9. OK to remove these 3: Ohio State and NLM and OCLS Catalog because they don't work.
9. Pagination in RDA. I'm seeing mismatches between recorded number of pages and printed number of pages – off by one or two pages. Do we care? I believe this is allowed in RDA, but I can't find the relevant section in the RDA toolkit. (Sue)
 1. Not a big problem, but OK to change to "last numbered page." No conclusion about RDA rules.
 2. Are people using toolkit? Yes. And will use more as time goes by.

10. Decision Center – has not synced since early November. Support ticket has been submitted to III.
11. Import button for translating barcodes in Create Lists. Joe has created this and he will send out information about it.
12. Colonie Serials Holdings still not showing in Encore. Rob & Joe still checking.
13. HTML entities in OCLC records – Lisa Pitkin says there are still some errors. Lisa and Rob will look into this more.
14. Chinese materials – Jendy will follow up with Xiaofei. “China Sprouts” is a good catalog, particularly for children’s materials. Jendy will share Xiaofei’s preferred vendor.
15. 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”
16. **POSTPONE**: Can we discuss serial records with a focus on the newspapers we receive? (Katie)
17. **POSTPONE**: **Winter** 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.

Next meeting Jan 5, 2017, 9:30 AM at UHLS