

## Cataloging AC Minutes 1/5/17

ATTENDING: Rob Carle & Joe Thornton (UHLS), Jendy Murphy & Katie Farrell (APL), Lisa Bouchard, Karen Martin, Jane Feeney (BETH), Lisa Pitkin, Maria Buhl (GUIL), Peggy Mello (COLN), Jennifer Murtha (VOOR), Pegeen Lorusso (SNLK), Sue Dague (EGRN)

1. Serials.
  - a. Lack of uniformity in how holdings display – libraries not entering them same way. What is best practice? It is a problem for patrons to have so many items listed under each title, particularly with weekly magazines, when they just want to find a particular issue on shelf at their library.
  - b. When deleting barcode of individual issue, the Serials Card box doesn't change; it still shows that the issue has been received. Guilderland manually deletes box to say issue has been deleted. Can this be an enhancement request, or is the item not actually connected to card?
  - c. Colonie's continued problem with holdings not displaying until a help ticket is sent to III. They resolve title by title, but have not solved underlying problem, or explained the fix.
2. Discussion about whether location codes (Admin – Parameters – General - Branches) can all be updated to eliminate "Public Library" and "Branch" from all 2000+ of them? This would shorten and clean up all holding displays in Encore and in Sierra. Perhaps Joe could start with everyone's Periodical location codes. **UHLS will bring this suggestion to Directors' January meeting. \*\*Everyone else in Cataloging Committee will take a look to see if other codes could be edited.**
3. Items from last meeting:
  - a. 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. **Resolved**
  - b. 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", continue to send suggestions to Cataloging list.**
  - c. Should we delete all items with status (\$) lost and paid and (m) missing that are older than a certain date? 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.**
  - d. Rob deletes Withdrawn items after Joe runs his reports for previous month. Joe will start making a count of items in Withdrawn status before Rob deletes them.
  - e. Jendy asked Rob to stop deleting Missing and Lost & Paid until I confer with APL Administration about tracking number and cost of items that may have been stolen.
  - f. Jendy brought up Decision Center report in Evaluation-Item Trends which seems to report on deleted records. Answer: **DC has its own schedule and refers to older reports.**

- g. Z39.50
  - i. We can now search same databases as MidHudson.
  - ii. Sometimes Sierra freezes when toggling between Remote and Local
  - iii. **Rob & Joe still looking into Selco and SALS and Queens Borough.**
- h. SkyRiver training delayed. **Joe will let us know when it can be scheduled.**
- i. Import button for translating barcodes in Create Lists. **Joe has created this and he will send out information about it.**
- j. HTML entities in OCLC records – Lisa Pitkin says there are still some errors. Rob will keep fixing these.
- k. Chinese materials – Xiaofei’s preferred vendor:
  - Oriental Culture Enterprises Co., Inc.
  - 13-17 Elizabeth Street, 2/F
  - New York, NY 10013
  - (212) 226-8461
  - [ocebooks@yahoo.com](mailto:ocebooks@yahoo.com)
  - [www.oceweb.com](http://www.oceweb.com) (There’s a link for English)
  - Federal tax ID: 13-354-1300
- l. 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”**
- m. **POSTPONE**: Can we discuss serial records with a focus on the newspapers we receive? (Katie) **Chris Havens will attend next meeting.**
- n. **EVERYONE – make suggestions for next agenda, particularly how to standardize serials entry and display.**
- o. **Next meeting first Thursday of the month: Feb 2, 2017, 9:30 AM at UHLS.**