

## Cataloging AC Meeting 3/2/2017

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

1. Old business
2. Location code (branch) tables done. Rob will also edit names for all library's two letter codes
3. MARC protocol for 866 tag entries. Chris havens is reading the book recommended by Lisa Pitkin.
4. Item Status Ad Hoc report – **Joe will add this to UHLS Ad Hoc reports page.**
5. Joe also edited the Circ by Location report to include all location codes including any with zero circs. This helps a lot with comparing months.
6. Continued from last month - Discussion about Location Code report – “Number in Location” column includes all statuses. **Is this what we want? Report is useful for mapping location codes to Categories used in NYS Annual report. How else do we use this report?**
7. Authority control – March 31<sup>st</sup>. No editing of old bib records until the database comes back (could be a two or three weeks.) Can delete old records, can edit new records.
8. Serials display.
  - a. It has improved. More uniformity. Location codes shortened. Request button no longer displays.
  - b. Question about what more, if anything, needs to be done. Do reference staff have concerns?
    - i. **Rob and Sue will work on some duplicate EGRN cards. Cards can be extended rather than adding a new one when card is full.**
    - ii. **Peggy will delete old Colonie item records that were used to state holdings.**
  - c. Can Encore display be controlled, rather than changing everyone's data?
    - i. **Joe will look into options improving indentation display, and suppressing display of "Identity".**
  - d. Flipster bib/MARC records look good. Old Overdrive magazine records are now suppressed.
    - i. Circulation numbers are through EBSCO portal.
9. Program to map barcodes to record numbers is ready to test. Joe downloaded it from the IUG Clearinghouse and modified it slightly.
  - a. [http://reports.uhls.org/reports/bc\\_convert.html](http://reports.uhls.org/reports/bc_convert.html)
  - b. Create a text file of barcodes (NotePad). Program converts them to Sierra record numbers. Now, in Create Lists, the "Import Records" button will now upload this into a review file.
10. Overdrive circ by patron reports have recently been changed to use patron agency instead of home library.
11. Hotspots & Laptops
  - a. Bethlehem has some requestable, some not. Scott & Catherine presenting at CDLC on 4/27/17 about circulating Hotspots.
  - b. Albany has been discussing issues with problems with fines and notices on overdue devices. New itype (119) for "Equipment (expensive)". Many other types of materials can be expensive, but electronics tend to be "attractive nuisances" for patrons. **Jendy might investigate changing laptop circ period to minutes. She will investigate with Joe.**
12. How do Loan Rule and Loan Rule Determiner tables interact? **ONLY JOE IS ALLOWED TO EDIT THEM!**
  - a. Loan rules below 200 have 1 grace day, those above have 1 day. Grace period can only be seen by opening the Loan rule and scrolling down
  - b. Sierra "reads" the Loan Rule Determiner Table from the bottom up, such that the Patron Type is taken into consideration when determining the correct Loan Rule to apply at circulation.
  - c. It helps to have 2 Sierra sessions open so you can keep both Loan Rule and LRD tables open.
  - d. Next meeting: April 6, 2017 - 9:30 AM at UHLS