

Cataloging AC Minutes 4/6/2017

ATTENDING: Rob Carle & Joe Thornton (UHLS), Jendy Murphy & Katie Farrell (APL), Catherine Stollar-Peters, Lisa Bouchard (BETH), Peggy Mello (COLN), Sue Dague (EGRN), Laurie Burns (TROY)

1. Old business
 - a. Item Status Ad Hoc report – Joe will add this to UHLS Ad Hoc reports page. DONE
 - b. 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? **POSTPONE – Jendy will look into this.**
 - c. Serials display.
2. Rob and Sue will work on some duplicate EGRN cards. Cards can be extended rather than adding a new one when card is full. **SUE IS WORKING ON THIS CLEAN UP PROJECT**
3. Authority Control - March 31, 5 pm, the database was sent out. It took about two weeks last year. Joe will let us know. Import will match on the 907 field of bib records.
4. Decision Center questions from **Rob before he schedules training in about a month:**
 - a. Is your data correct or faulty?
 - b. Are there additional reports that you are using now?
 - c. Rob suggests looking at Decision Center training videos, particularly the one created by Amanda Owens at Tulsa Oklahoma (UHLS.org > training> Reports>)
5. Item Type project – discussion about reducing and simplifying our long list of UHLS Item Types.
 - a. Joe could look at Loan Rule Determiner Table and see which Item Types are used.
 - b. **We will all look at the list of Item Types and highlight the ones we know we really need. (Sierra > Admin > General > Item Types)**
6. Convert barcodes to Sierra record numbers
 - a. **Joe will add more instructions on this AdHoc page.**
7. Ad Hoc – Item Status report. Very useful.
 - a. **Joe will change option to “status changed before”.**
8. Next meeting – agenda items:
 - a. Explore weeding techniques and reports. Ad Hoc, Create Lists, Decision Center.

Next meeting: May 4, 2017 - 9:30 AM at UHLS