

Cataloging AC Minutes 5/4/2017

ATTENDING: Rob Carle & Joe Thornton (UHLS), Catherine Stollar Peters & Lisa Bouchard (BETH), Peggy Mello (COLN), Sue Dague (EGRN), Jennifer Murtha (VOOR)

1. Old business
 - a. 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.**
 - b. 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 - Database returned. Stats available from UHLS.
4. Decision Center questions from **Rob already scheduled training for May:**
 - a. Rob **will look at DC canned webinar from Ill and conduct training very soon.**
5. Item Type project – discussion about reducing and simplifying our long list of UHLS Item Types. Homework: **Bring your thoughts on simplifying itypes next time.**
 - 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 added more instructions on the AdHoc page.
7. New Item Type ad hoc report:
 - a. How can we reduce the number of item types we use for cataloging items? **Everyone look at own list to combine and simplify list. Email support@uhls.lib.ny.us to have UHLS move item types between item in particular locations or review files.**
 - b. Standardization: grace days? location codes? –Start on Item Types.
8. Authority Control: LTI does yearly catalog review for authority control.
 - a. Also LTI does weekly or daily processing instead of annual process. **Joe and Rob will investigate if this could replace/change annual process.**
 - b. LTI provides authority records to delete. **Joe and Rob will investigate how to bulk delete.**
 - c. Sky River: **Joe and Rob will also follow up on demo.** How would Sky River affect authority control (if at all)?
 - d. Subject heading error correction in Sierra. **Rob will investigate Subject Headings Function in Sierra.**
9. Rob removing BISAC subject headings on OCLC import. Using using subfield h and genre values to update. Sierra material types.
10. OCLC records do not have subfield h. Must be added when reviewed by cataloging staff.
11. Next meeting – agenda items:
 - a. Fast subject headings. Review and determine if keep or not. **BRING EXAMPLES NEXT TIME.**

b. Item Type simplification.

Next meeting: June 1, 2017 - 9:30 AM at UHLS