

## Cataloging AC Minutes 6/1/2017

ATTENDING: Rob Carle & Joe Thornton (UHLS), Catherine Stollar Peters, Karin Martin, & Lisa Bouchard (BETH), Peggy Mello (COLN), Sue Dague (EGRN), Jennifer Murtha (VOOR), Lisa Pitkin (GUIL), Heather Ringler (GUIL), Katie Farrell (APL)

- 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.) 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.**
- 4.) Item Type project – discussion about reducing and simplifying our long list of UHLS Item Types. Homework: Bring thoughts on how to simplify/reduce number of Item Types. Are Item Types are used for reporting? If yes, then how?
  - 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)
  - c. How can we reduce the number of item types we use for cataloging items? **APL and Colonie created a list of loan rules that they will share with the group.** APL changed all 28 requestable itypes to the 32 (Book) itype. The itypes report on the UHLS website is very helpful for seeing what itypes each library actually has.
  - d. Next step: **Joe will look into a report to create that will list the number of loan rules with corresponding itypes. Keep looking at how to condense itypes. Long term goal is reduce the number of itypes.**
- 5.) Authority Control
  - a. LTI does yearly catalog review for authority control. [LTI link](#) and [another link](#). **Will discuss next time.**
  - b. Also LTI does weekly or daily processing instead of annual process. **Joe and Rob will investigate if this could replace/change annual process.**
  - c. LTI provides authority records to delete. **Joe and Rob will investigate how to bulk delete.**
  - d. Sky River: **Joe and Rob will also follow up on demo.** How would Sky River affect authority control (if at all)?
  - e. Subject heading error correction in Sierra. **Rob will investigate Subject Headings Function in Sierra.**
- 6.) Fast subject headings.
  - a. Theoretically these are helpful but they aren’t integrated into our ILS. There is some kind of configuration in Encore to suppress these subject headings. **Joe and Rob will look into suppressing them from the display in Encore.** The hyperlink for these subject

headings don't work in Encore but we don't want to get rid of them in case we need them later on.

7.) Mobile Worklists – [link](#)

a. Circulation Advisory Council will also be discussing this. **Joe will ask when they will offer both iOS and Android App and if there are any downstate public libraries using it now. Joe will also ask if we can test it out.** Concerns that this won't be user friendly. Using an ipad or iphone camera to focus in on a book doesn't sound very useful. BETH not interested in this product yet because of these concerns.

8.) Deleting bib records -- allow everyone to do this?

a.) This pertains to the Delete Records function and mass deletion of items. This is a permissions question across the system. If we wanted a greater level of granularity we would have to create more user logins. This isn't a problem but more of a vulnerability in our system with the possibility of staff doing mass deletions of records. Rob suggests creating some additional usernames for smaller libraries that give them less permissions. Directors, Circulation, and Tech groups may want to discuss this. **UHLS will make it impossible for libraries to delete batch records in the Delete Records function (no one is doing this now so it shouldn't impact anyone's workflow).**

Next meeting: July 6, 2017 - 9:30 AM at UHLS