

Cataloging AC Minutes 9/7/17

ATTENDING: Rob Carle, Joe Thornton (UHLS), Catherine Stollar-Peters, Lisa Bouchard, Jane Feeney (BETH), Peggy Mello (COLN), Jen Murtha (VOOR), Lisa Pitkin (GUIL), Jendy Murphy (APL), Sue Dague (EGRN)

Old Business

1. Discussion about Expired Holds lists, clearing it or not, and items still with status of On Holdshelf for longer than two weeks. Also, items that say On Holdshelf but not connected to a patron. No location indicated. Where is it? **Joe will run a report for items On Holdshelf, but no patron attached to the hold.**
2. **Rob will Suppress Fast subject heading from Encore. Whole field, not just subfield.**
3. Circa device has not turned up. Last seen at Voorheesville. **Joe will contact Amy Pekar at State Library**
4. We have a material type and Encore icon for Vinyl LP. Colonie has cataloged some. **Joe will add icon in Sierra.**
5. Sierra upgrade – problems and improvements
 1. Problem fixed for searching Marc tags when retrieving items records.
 2. Ability to use keystroke in Sierra (Control bracket) enables you to move to next or previous record. (Or file drop down – Next/Previous). **Rob will investigate whether Sierra setting may prevent this in some instances.**
 3. Encore – Catherine says number of checkouts on patron record not correct.
 4. IP priority fixed
 5. Problem remains with how “available” copies display in Encore. Available copies from other libraries will not display until you open record fully.
 6. Lisa Pitkin says still having problem with FTP freezing acquisitions process.
6. Bib records with no items or orders, but holds. Discussion about how to delete them. **Each library can search for their own. Move holds if another bib record has items. Then delete orphan bib.**

Agenda

1. Item Type simplification. **Ad Hoc report – Item Types**
 1. Suggestion – **open multiple Sierra sessions in order to keep multiple tables open (Loan Rule Determiner, Loan Rule, Item Type, Patron Types, Patron Blocks)**
 2. **Each library will look at their own Item Types, and make suggestions at next meeting.**
2. Most ebooks in the catalog have a subfield h [downloadable e-book] but Review file 68 shows 43 records with subfield h [downloadable ebook] without the hyphen. Would you be able to change the subfield h to [downloadable e-book] for Review file 68?
Rob will ask to get all bib records to display as e-Book. Will change Material type also.

3. Creating bib records for unusual materials? (Jendy) Further discussion would be useful to share concept and options.
4. How best to pick an Item Type for these new materials? (Jendy) - Miscellaneous equipment.
5. Lisa Pitkin shared results of ordering survey among this committee. Further discussion at next meeting.

Next meeting: October 5, 2017 - 9:30 AM at UHLS