

## Cataloging AC Minutes 2/1/18

ATTENDING: Rob Carle, Joe Thornton (UHLS), Jendy Murphy, Rebecca Schaffer (APL), Lisa Pitkin, Heather Ringler (GUIL), Jen Murtha (VOOR), Catherine Stollar Peters, Lisa Thomas, Lisa Bouchard (BETH), Peggy Mello (COLN), Sue Dague (EGRN)

### Old Business:

1. Checked out items marked withdrawn. Cannot be deleted. **It may be advisable to always Checkin (and do-not-fulfill-holds) before marking withdrawn and suppressed. Bethlehem just deletes items, and keeps statistics. This function will not allow deletion of checked out items.**
2. Bib records with LOC URLs (sometimes on multiple fields) that don't link successfully in Encore. Cutting and pasting the url takes you to LOC. We decided last month that we should not remove these links, because this linked data could be made accessible someday. **Joe will ask III to suppress these links.** FAST subject headings and the LOC urls should now be suppressed. If not, please contact Rob or Joe.
3. Problems with Decision Center - funky results recently. Rob asked III – they replied that something changed in late December, and it may be fixed now. **Member libraries should let Rob know if Decision Center continues to show faulty results.**
4. Pull list question: items that are on order showing up on EGRN pull list. Item level request. These item-level requests can only happen if data is in the volume field of ANY item on the bib record, or if staff does it manually. **EGRN will try to investigate further next time it happens, checking to see if other items on bib record have data in volume field.**
  1. Still a problem with item-level holds. **Member libraries need to be reminded that the volume field should only be used for serials or multi-volumes, or multi-part items (DVD TV shows) attached to one bib record. Also, staff may need training about not placing item-specific requests for patrons.**

### New Business:

1. Item Type simplification. Circ AC is aware of this project but not actively working on it. Automation AC was asked by DA to investigate standardizing loan rules. Removing, or not using, certain item types in the future should not negatively impact the LRD table. **Member libraries are encouraged to look at the Loan Rules spreadsheet below:**  
[Loan Rules spreadsheet](#)
2. The following item types have a handful of items in them or no items at all in Sierra. **By the next meeting we will discuss removing some or all of these.**

13	Audiobook - MP3, Juvenile
28	Blu-ray - Series
38	Book - Encyclopedia
46	Book - Foreign Lang., Juvenile
53	Book - ILL, 1.00 Fine
80	Book Fic New >500 p.
81	Book Fic New >500 p. Nonrequest
85	Canvas Bag
90	CD - YA
93	CD-ROM - Juvenile
123	JIC
138	Magazine - Non Circulating
142	Media Player
151	Mixed - Blu-ray/DVD
153	Mixed - Book/CD
154	Mixed - Book/MP3
155	Mixed - CD/Book, Juvenile
167	Reference - Career Center
172	Small Business
173	Storage

3. Subject heading 651 Capital District (N.Y.) Authors is not indexed in Encore. Anyone know why not? (Sue) Albany (N.Y.) – Fiction does get results. **Rob will investigate.**
4. Can we remove location codes....ever? (Jendy) **Much more complex than removing item types, but not impossible. Rob and Joe will investigate what is involved and report back.**
5. Fines Paid report (Joe, Jendy) Joe described report he is working on to handle e-commerce payments in the future, as well as the possibility of centralizing a report of payments between member libraries for bills collected for lost materials.
6. Joe will add author field to “Search by Item Status” ad hoc report.
7. Sue reported that OCLC plans to convert 260 fields to 264s (RDA) by the end of the year. 1.5 million records have both, and they plan to clean these up as well. The 1.5 million records are RDA coded records that have 260 fields which will be converted to 264 fields, not the records that have both 260 and 264 fields. No number was given for how many records have both.
8. Lisa Bouchard has noticed that OCLC does not include 650 fields for poetry and essays. She adds them.

Next meeting: March 1, 2018, 9:30 at UHLS