

**Old business (from the last meeting):**

**Cataloging AC Minutes 8/2/18**

**Attending:**

Rob Carle (UHLS), Lisa Bouchard (BETH), Joe Thornton (UHLS), Lisa Pitkin (GUIL), Jen Murtha (VOOR), Peggy Mello (COLN), Sue Dague (EGRN)

1. Checked out items marked withdrawn that cannot be deleted. Rob created a Review File of these records. Libraries should look at and correct their own items (check in and also change status back to withdrawn). **Create Lists #48 has 37 items left. Rob will take care of the rest.**

**Rob says there were a lot of ILL items on there, so he did not want to get rid of them. There were over 200 in the last batch. Rob deletes 5,000 – 6,000 per month.**

2. Duplicate patron requests on DVD record as a result of duplicate records for same DVD being eventually merged. **Joe will investigate creating a report. Discuss further at next meeting.**

**Joe needs clarification on what report to run. We clarified the criteria for the report. We want a report run for the same patron having multiple requests on the same DVD. This happens when two DVD bib records are merged and a patron has requests on both.**

3. Miscellaneous:
  - **UHLS will remind libraries to clear their hold shelves every day.**
4. **Rob will run a report to isolate Large Print items that do not have h subfields.**

**Rob added subfield h for all large prints, DVD's, blu-rays, audiobooks and Music CD's that did not have them. There were 800-1,000 of them.**

**New Business (9/6/18 meeting):**

**Attending:** Rob Carle (UHLS), Sue Dague (EGRN), Katie Farrell (APL), Peggy Mello (COLN), Jen Murtha (VOOR), Heather Nelson (GUIL), Lisa Pitkin (GUIL), Joe Thornton (UHLS)

Lisa asked about VOX books and how they are working out. So far VOOR says they are doing well. BETH was the first library to order these items.

**Cataloging AC Agenda 9/6/18**

1. LTI going out of business. What to do now about authority control. Lisa would like us to learn how to create subject headings for local subject headings. Standardization is important. Joe thinks since we will be first time customers we could possibly do this every other years. We are comfortable waiting until 2020 to revisit this topic. We talked about usefulness of subject headings coming up for a keyword search in Encore. Rob is already updating bisac subject headings. There are no longer LC webinars. Lisa thinks everything is going more toward natural language. GUIL is doing a community art project that could be done using tagging.
2. What statuses are considered available for request? (Katie) Some requests on nonrequest items are overridden by library staff. What item statuses allow requests? How do we isolate what is just on the shelf in Create Lists? Can UHLS do a report on items that are unavailable with requests? Rob will send a list of statuses to the cataloging group and will clarify.
3. Bib records created for staff only use (Katie) Suppress the bib and suppress the item, then you can loan items to staff. Perhaps choose a nonrequest and fine-free item type.
4. 245\$h - do we still need to update it? (Joe, Rob) Sue thinks Yes, we do need to do this work to make it easier to identify what kind of item they're looking at. Rob expects material type to be changed by the libraries. Then he runs reports and catches what hasn't been done. He prefers that libraries do the work of updating material type and h subfield. Sue thinks that patrons do not pay attention to facets on the left margin. Rob is willing to update these fields on a regular basis. We will continue to update these fields and have Rob be the backup to catch the records that have not been updated. A reminder will be sent to UHLS libraries to please update these fields.
5. Katie Farrell has accepted a job with the New York State Library and will start October 4<sup>th</sup>!

Next meeting: October 4, 2018