

## Cataloging AC Minutes 2/3/2022 (online)

**Present:** Stephanie Anderson (APL), Lisa Bouchard (BETH), Sue Dague (EGRN), Jane Feeney (BETH), Peggy Mello (COLN), Lisa Pitkin (GUIL), Lisa Thomas (BETH), Joe Thornton (UHLS)

### ***collectionHQ:***

- Stephanie said that for DEI, *collectionHQ* needs to do a one-time audit.
- Lisa P said that GUIL will go ahead with their own *collectionHQ* project since UHLS hasn't received a reasonable quote from *collectionHQ* for a system-wide purchase.

### **Spine labels:**

- Labels with resin film over them are used at APLP. Should last longer, according to the vendor. These labels work with Dymo printers but APLP uses Turbo printers. The label supplier is Duraready.com
- Laurie Burns (TROY) sent a helpful email:

If anyone else is interested in printing sheets of labels from Sierra, I did figure out a way to do it. There is now a spine label print template in Settings called TRDEMCO that I am using. It works with Demco's labels that are 15/16" by 1-1/4". (There are also a whole bunch of test templates that I made while trying to set it up that I am unable to delete--sorry!) If you want to make a template for a different size label, you have to use JasperReports to mess around with the format. I only sort of knew what I was doing so not sure how much help I can be to anyone else. I was able to edit the size, centering, etc. but didn't want to get into anything else so I used our pre-existing Troy Spine Label template as the starting point to make sure it would break the call numbers correctly on each line. In JasperReports, you will only need to set up one label, not a whole row or column of them--that took me a while to figure out.

Once you have the template set up for your label size, it's easy to print with Sierra. When you want to print a label for an item, you add it to the print queue under Tools. If you have the template right for your sheet, the queue will correctly line up as many labels as you add and then you can print them when you are ready. You can also tell it to skip labels that have already been used on the sheet. The sheet I am using has 60 labels but I have started printing roughly 10 at a time and it seems to be working well so far.

- At GUIL, most labels are pre-processed by Baker & Taylor.
- Joe asked if this is a frequent topic on national (cataloging) listservs and Sue said yes, it's a persistent thread. Most libraries use label protectors.
- EGRN uses Dymo printers, and they have to be replaced every two to three years.

***SkyRiver.***

- Sue asked about the 'Derive' function: What is it and how do I use it? Joe said (guessed) that the function is used to make a separate copy of the record in *SkyRiver* so that it can be edited however you want before downloading.
- Copying and pasting: Sue said that copying and pasting just pastes text, not field delimiters. Lisa P said that you need to set up the fields first.

**Miscellaneous:**

- Stephanie said that APL has had supply chain issues.
- COLN records are being checked out before the bib record is fully filled in ("dirty bibs"). Lisa B said that she's seen this over the years, usually by small libraries.
- Anyone is allowed to correct any obvious errors or omissions in bib records, whether they own a copy or not, but for Call Number problems please contact the owning library.
- Sue said that some small libraries are not honoring embargo dates on new items.