

Cataloging AC Minutes 8/3/2023 (online)

Present: Rob Carle (UHLS), Anne Coletta (BETH), Sue Dague (EGRN), Christiann Gibeau (COHS), Pam Jacobson (SNLK), Peggy Mello (COLN), Lisa Thomas (BETH), Joe Thornton (UHLS)

[[Here](#) is the [Zoom Summary](#) of our meeting. Not great. Not bad. Still in trial.]

1. Look at the [3XX](#) section of the [Cataloging Manual](#).

We looked at the 3XX section and agreed on changes that Rob will make. Some related comments:

- a. Should we round up? Answer: yes.
 - b. Sue: “RDA gets away from abbreviations and brackets.
 - c. Rob asked if we still have a problem with pagination. Sue: yes.
 - d. Rob asked everyone to please change Material Types on imported records.
 - e. Lisa said that Baker & Taylor “stub” records are okay for Large Print.
 - f. Anne said that the BETH standard is not to put a book on the shelf without a complete MARC record.
 - g. Peggy never adds RDA tags. Anne doesn’t, either, and all agree that that’s fine.
2. *I am coming across incomplete bibliographic records with several item records attached from both large and small libraries which in some cases have been in circulation for weeks. I am concerned as to the workflow that libraries are using to attach item records when coming across bibliographic records that require serious enhancement. That is, are these libraries assuming that some other library will eventually come across these records and enhance them or perhaps do they keep a list of bib records to return to at a later date? I have examples of records I encountered, though I have since edited them to be complete when we added our item records. I would be interested to hear how libraries handle these situations. (Sue)*

Discussion:

- a. Lisa: Libraries should not put stub records into circulation.
- b. Joe will email the *Cataloging* list with a reminder to complete the MARC records that they import. They should all have Subject Headings and pagination, for instance.
- c. Rob will train or retrain anyone on Cataloging practices. Just ask.

d. Sue: Can I contact Rob to flesh out records? Joe: Yes, but UHLS cannot do the cataloging work of all libraries. Rob's help will have to be limited and focused mainly on small libraries.

3. *Can Rob give us an update on the project of deleting bibliographic records with no items that have holds attached. Are there still many such records in our database? (Sue)*

Rob will send new Review Files for the libraries to process.