

Cataloging AC Minutes 11/2/2023 (online)

Present: Rob Carle (UHLS), Anne Coletta (BETH), Sue Dague (EGRN), Pam Jacobson (SNLK), Xiaofei Li (APL), Chris O'Brien (BETH), Lisa Thomas (BETH), Joe Thornton (UHLS), Kathleen Tyrrell (GUIL)

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

[*Editor's note: For these minutes I borrowed heavily from the [Zoom Summary](#), since it does a better job than I do of recording the details of our necessarily complex cataloging discussions. - Joe*]

1. Kathleen said that she is now the head of the Cataloging, Collections and Circulation department at Guilderland. Anne updated the team about Chris O'Brien, the new senior clerk in Tech Services at BETH.
2. Look at the [5XX](#) section of the [Cataloging Manual](#). Discussion:
 - We focused on the content, grammar, and typos. Rob agreed to clean up the document and ensure it was free from mistakes.
 - Sue provided recommendations on how to enhance the utilization of fields in the catalog, which included modifications to the 504 field for bibliographical references and indexes. She also proposed replacing VHS references with Blu-ray and pointed out several formatting and punctuation errors in a few examples. Anne, Rob, and Xiaofei concurred with Sue's proposals, and they all agreed to implement the required changes.
 - The discussion also centered on the use of language tags in DVDs and Blu-rays, with Sue observing an uptick in the use of the 532 tag for accessibility notes. However, the group did not arrive at a conclusion regarding how to handle this new tag, with Sue expressing apprehension about potential unforeseen consequences.
3. Joe mentioned that he had promised to send an email to directors saying that Rob would contact them regarding the deletion of item records that were billed but would never return. He apologized for not fulfilling this promise in the last month and stated that he would try to send the email that day.

4. Bibs With Holds and No Items Report:

Joe wrote a program that allows users to enter their library code and a date to display all bib records that have holds on them, which were placed before that date, and have no items attached. The report, titled [Bib records with holds and no Items](#), aims to assist in identifying and canceling old holds. Joe plans to send a link to the report and add it to the [Ad Hoc Reports page](#) by the end of the day. The report will also offer a file for download to import into Sierra for easier access. Joe seeks feedback and potential revisions to the report.

5. Suppressing Billed or Lost Items:

Joe led the discussion about the outcomes of the last meeting. Anne recalled the previous conversation about suppressing certain items, such as those billed or lost, and mentioned that she has been suppressing the bib record for lost items to prevent patrons from requesting them. Sue agreed with Anne's approach. They also discussed specific cases, such as a Denzel Washington movie that Sue wished to have removed from the system. Anne confirmed that the record was indeed suppressed.

6. Joe will create another Google Doc for the 6XX section of the manual, to be discussed at the December meeting.