

## **Meeting summary for Cataloging Advisory Council (02/01/2024) [Zoom Summary, edited]**

### **Summary**

The group discussed the cataloging process and periodic updates, with Rob explaining the withdrawal of items. An issue with the Location field in bib records was raised, which led to a decision to defer discussion on the 856 fields until more catalogers were present. Rob recommended that Anne use a website for cataloging and emphasized the importance of accuracy in bibliographic records.

### **Cataloging Page Updates and Bib Record Issues**

Rob discussed his work on the Cataloging Manual and his process of periodically making changes. Joe noted that the meeting was short due to Sue Dague's absence and lack of an agenda. Anne brought up an observation about items being withdrawn from the bibliographic record. Rob explained that withdrawn records are deleted to prevent them from displaying on the Summary of the bib display in *Encore*, and he deletes them on the first of every month. The group also discussed an issue with the Location field in the bib records, which Joe had run a job to clean up. They decided to defer further discussion on the 856 fields until more catalogers were present.

### **Cataloging and Authority Records Discussion**

Anne and Rob discussed the process of cataloging Name authority records. Rob recommended that Anne use a website as a reference and to trust its authority for the Subject Heading or Author. Rob also shared his philosophy of cataloging, which involves cobbling together information and applying it to new items. He stressed the importance of accuracy in bibliographic records. The discussion concluded with Joe thanking everyone for their contributions to the system.

### **Next steps**

- Rob will redo the Cataloging Manual page with a larger image and add a note about the 856 fields.