

Meeting summary for Cataloging Advisory Council (03/07/2024) **(Zoom summary, edited)**

Quick recap

The group discussed technical difficulties at the start, then moved on to discuss matters concerning the 8XX tags and the need to add 830s. They clarified the significance of the 490 and 800 tags. They also discussed the upcoming conference and the absence of Anne, and Peggy due to personal commitments, agreeing to reconvene in April, or possibly May if needed.

Summary

Technical Difficulties at the Start of the Meeting

There were technical difficulties with muting and logging in at the start of the meeting. Anne experienced issues with unmuting and had to log in multiple times before successfully joining the meeting. The discussion that followed was not clearly documented in the transcript.

8xx Discussion Led by Joe

Joe led an open discussion without any pre-set agenda items. Anne brought up a matter concerning the 8xx tags, which had not been addressed in the previous meeting. Joe then shared his screen to review a document related to the 8xx tags, prompting questions and comments from Anne, Sue, and Lisa. They clarified the use of the 830s for works with multiple authors.

Document Section and Indicator Clarification

The group, including Anne,, Sue, Joe, and Rob, discussed the need to add an 830 tag to a record. Rob agreed to look up and add the required information to the manual. The group also clarified the significance of the 490 and 800 tags. Sue explained that an indicator of 0 in the 490 means there's no corresponding 800, while a 1 indicates a difference from the expected authorized heading. The group agreed to follow these rules and update their documentation accordingly.

Cataloging, Zoom Session, and Conference Plans

The group discussed the importance of having regular meetings, with Sue suggesting it was beneficial but not mandatory. Anne agreed, noting it would save her time, while Joe expressed his appreciation for their input. Rob announced a Zoom session next Thursday for Copy Cataloging Review, requiring attendees to send him an email for access. Rob also shared an issue with a new staff member at Cahoes and discussed new procedures for major edits to bibliographic records. Sue brought up deleting old Billed items in the catalog, which Joe confirmed had been communicated to the

directors. The group also discussed an upcoming conference (PLA), with Anne mentioning her plans to attend.

Meeting Schedule and Absences

Anne, informed the group that she will be away from April 3rd to 5th, missing the next Cataloging meeting. She assured the group that she will share her notes from PLA upon her return. Peggy also shared that she will be in Greece next month and will miss the meeting. Additionally, there was a discussion about the necessity of meetings if there are no agenda items. Rob suggested that group members can reach out to him via email if they have tasks for him. The group agreed to reconvene in April, or possibly May if needed.

Next steps

- Rob will add an 830 section to the Cataloging Manual.
- Joe will follow up on the email about deleting old billed items in the catalog and will contact the directors again.