

Catamount Catalogers Meeting Minutes

October 24, 2014

Fletcher Memorial Library, Ludlow

Present: Jill Chase (Waterbury), Janet Clapp (Rutland), Linda Hartin (Morristown), Tom McMurdo (VTLIB), (Bennington), Margot Schips (Starksboro), Greg Tisher (Royalton), Jill Tofferi (Ludlow)

Minutes from last meeting: No corrections.

Introduction: A brief history of the Catamount Cataloging Group was provided. The group was formed to share information about cataloging within Catamount, to discuss what works and what doesn't, and to make recommendations to the board of directors. Each library has a Supercataloger who is the official representative to the group but anybody from the member libraries is welcome to attend our meetings. Tom's role is as cataloging consultant to all libraries in the state. He currently does the cataloging training for Catamount libraries going live. VTLIB does not use Koha so as new libraries come aboard, a specific person from the cataloging group may work with the oncoming library as a contact person. Jill C will work with Starksboro. Janet will work with Royalton.

It would be nice to have a map of all the Catamount libraries as we add new members. Royalton will be going live December 8. Starksboro will be going live in January. Starksboro is entering records into the CLN system but they are shadowed so we will see them in the staff client but patrons will not see them in the OPAC.

When a cataloger finds a problem in Koha, the first step is usually to put a query on Basecamp to see if other libraries are experiencing it. The person who discovers the problem should gather information, with screenshots, and provide it to their director who will submit a ticket.

Catamount cataloging policies: We discussed the draft most recently written by Wendy and edited by Jill T. Some revisions were made and the resulting draft is posted on Basecamp.

Catamount Cataloging Handbook headings/topics: We went over the list of possible handbook topics that Wendy had posted on Basecamp.

There was discussion about whether expectations for a library before going live should be included in the Catamount Cataloging Handbook. Currently Jeremiah provides those expectations to each individual library as they come onboard. It was suggested that an information sheet or questionnaire be provided with the membership agreement with such topics as weeding, proper barcodes, the importance of fixing known cataloging issues that can be fixed in current system. This may be a topic for the board of directors but we will not include it in the handbook.

We suggesting having an introduction in place of the heading "CLN Cataloging rules" and that introduction would include the statement that CLN libraries follow cataloging rules. We want to include examples of good records under the "Recognizing a good record" section. We discussed adding a contact list or a direction on where to find the contact list. With no other changes to the list we agreed that the next step is to start writing the handbook.

Reinstate tabbing in cataloging module: It was believed that this problem has been fixed. The question proposed on Basecamp about removing fields from tabbing would be a customization issue. Leslie had discovered that when she reported a problem to Bywater they did not experience it because they were using Macs. The issue was tabled for future discussion as needed.

Change the color of the font in Add/Edit. This issue was tabled for clarification at a future meeting.

Make finding people on Basecamp easier: Jill C has compiled the contact list of Supercatalogers but where is it most useful to post? Jill T suggested putting it on the Koha home page where we can easily access it while in Koha and each library can update it as staff members change. On Basecamp some people are adding the library name before their name and their title after their name to make it easier to identify who does what at each library. For example: SPRINGFIELD Jo Coleman (Cataloger).

Term limits for Facilitator and Recorder: The first Catamount Cataloging Group meeting was January 2013. We agreed by consensus that facilitator and recorder would serve for two year terms. Turnover will be on January 1. The current term will end December 31, 2015. We discussed term limits but decided not to implement them at this time.

Other business: We discussed some cataloging questions. It was suggested that VOKAL and Catamount catalogers might get together to share experiences.

Next meeting: Jill C will send out a Doodle poll.