

Catamount Cataloging Group
Minutes DRAFT
March 31, 2015
via GoToMeeting

Present: Jill Chase (Waterbury), Janet Clapp (Rutland), Mary Lemieux (Morrisville), Tom McMurdo (VTLIB), Constance Murphy (Deborah Rawson Library, Jericho), Wendy Sharkey (Bennington), Jill Tofferi (Fletcher, Ludlow)

Minutes from January meeting: No changes. Wendy made a motion to accept, Mary seconded. Passed unanimously.

Deleting empty records: Many of the bib records with no items attached are for electronic resources like ebooks. Jill T found lots of Overdrive records that take patrons to GMLC's login page. There shouldn't be any electronic resource records for vendors like Overdrive because we're a consortium. There are licensing issues as well as accessibility issues; some libraries have electronic resources and some don't. Wendy said Brooks has some electronic resource records but they added something so they are not empty records. Wendy ran a report and many of the empty records cluster around migration dates. There is also a gradual trickle of empty records coming in. When a cataloger deletes an item and that library's copy is the last one attached to the bib record, the cataloger should delete the entire record. Wendy says Bywater has a script they can run that will remove all empty records; it is too much to do manually. After the script is run, catalogers should delete empty records whenever we find them. Nobody suggested a reason to keep empty records. Wendy will ask Bywater to run the script and will also check with them how often the reservoir is cleaned.

Deborah Rawson Library's records: Done. Bywater caused the problem. As the contractor, VTLIB is looking at the contract and will see if there might be consequences. Constance asked about ISBN matching and whether or not everyone is deleting extraneous materials from the 020 field to make matching more likely. Tom said he has been pushing Bywater for over a year to improve the ISBN matching system. Kyle developed a patch that ignores subfields and parenthetical items in 020. Tom would like Bywater to apply that patch to migration to avoid future duplication problems. Bywater hasn't created an application to the system yet for unknown reasons. Currently Koha views everything in the 020 field, including subfields, as one long data string. Constance said she might delete the extra information in the 020. Tom said it isn't necessary and may not make a difference.

Modifying ISBNs: In order to differentiate parts that circulate separately so patrons can place holds on individual items, such as on one dvd in a series, libraries can add additional information to the ISBN 020 field. If using a number in the 020 field, like "disc one" then the number should be spelled out rather than using the numeral.

942 field and "on order": Jill T discovered that the default framework does not require the 942 field to be filled in. It may be required in 3.18 but we will see. Many bib records say "on order" in 942. Because the item type in 942 affects search results, even if none of the items use that item type in the item

record, we should use only the basic and permanent type in 942 in the bib record (book, video, etc). It appears that the only library that regularly uses "on order" in 942 is Brooks. Jerry (Brooks) had reported at the board meeting that the 942 field is changed from "on order" when the book is ready to shelve so the bib record item type no longer says "on order." Wendy says if she adds her item to a record that has "on order" in 942 she changes the bib record 942 to the correct item type (book, video, etc). Even if you restrict a search to your own library, the results will come up with an item that doesn't match because it looks at the 942. For example, if the bib record says "video-new" even if no library uses "video-new" in the item records, the search results will include that video. Some libraries don't look at the 942 field when adding an item to a bib record. Wendy pointed out that the default Koha item type when adding an item will automatically fill in with the 942 field from the bib record. If a cataloger sees "on order" in the Koha item type, then the cataloger should go into the bib record and edit the 942 to book, video, or whatever will be the permanent type. Although Leslie (Brooks) was unable to attend, Jill C read her email in which Leslie said the 942 field should not be mandatory and should not be used in a consortium setting. Tom said that is something in Koha we cannot change. Wendy will ask Bywater if we can restrict the types to select from in the 942 dropdown list. Wendy will post on Basecamp what she finds out about this.

Length of time items remain "New": Six months for books, one year for everything else. Libraries can take things out of new before those time periods end, but cannot keep items new longer than six months for books and a year for all other types. This is probably in management information but would be a good thing to include in the cataloging handbook.

YA changes requested by Morristown: Mary would like an item type for book-YA because she has no way to identify her YA items. There was discussion about the item type on the bib record (which applies to all libraries in the consortium) compared to the Koha item type in the item record (which varies according to each individual library). An example had been posted on Basecamp in which the book *Steelheart* by Brandon had three different Koha item types, one for each of the home/owning libraries. Mary now has Young Adult in her collection code list but did not have it when Morristown migrated over. "YA" should be in the shelving location dropdown but Mary doesn't have it so there seems to be a problem with Morristown's authorized values. Three libraries use "book-child" in item type for YA materials because the YA book budget is handled by the children's librarian. Mary requested that young adult be added to her shelving location. Wendy will talk to Shelia about it.

"Edit as new": Wendy explained that if you have many items of similar type but you have to create a new record for the first one (example: science kits or works of art) then you can use "edit as new." She will demonstrate this feature for us at the next in-person meeting. If anybody would like more detail before then, contact Wendy.

NETSL on April 10: Registration closes soon. Tom says it is a good conference. He will be there presenting about outsourcing digitization.

Divvying up procedures manual units: So far we have a list of headings, posted on Basecamp in the cataloging group under “CLN Handbook.” We can discuss on Basecamp how to divide the work of creating the manual.

VTLIB/CLN transition: Tom offered to continue hosting meetings through GoToMeeting although CLN may need to get meeting software at some point. Basecamp was transferred over to CLN. Wendy said CLN will set up a ticketing system. Wendy, Deb (Rutland), Chris (Springfield) and Jerry (Brooks) are on the support team. Jill C pointed out that the more volunteers there are for CLN work, the better. There was discussion about whether every library should be required to be represented in every group. Jill T said there is mandated participation for the management group. Tom said every library must have a supercataloger as the one person responsible for cataloging. Because some libraries have very small staff and some don't have meeting space, attending management, cataloging and loans groups meetings may be too much. Jill T said it should be clear in the agreement that subgroups make the decisions so every library should participate. Basecamp gives people a way to participate even if they can't attend meetings. Tom suggested that each library should specify its contact for the loans group, just like every library specifies a supercataloger, and it should be put in the agreement the library signs upon joining. Jill T will bring up this idea at the next management board meeting.

Other business: Janet asked if the library limiter and the library names displayed in the client search results could be the owning/home library rather than the library where the item is currently located. When we search the catalog in the client, the results page will not show that we own the item if it is in transit or at another library. Using the limiter narrows it down to holding libraries, so again it will not appear as if we own the book when it is in transit or at another library. Tom suggested it might be a good development ticket. Wendy summed up that what we need is home/owning location instead of holding location to be used in the results display and limiter in the staff catalog. All agree it would be more useful. Jill T thinks the management group may have talked about this already. Wendy will ask Sheila if this has been discussed. If not ruled as impossible in earlier discussions in management, then someone will need to put in a development ticket. Tom explained that the reason for showing holding libraries may be because Koha was built for branch systems.

Next meeting: The next meeting will be an in-person meeting in early May. Jill T asked if we could have a live meeting simultaneous with a GoToMeeting for those who cannot attend in person. There are also three libraries in the consortium that have videoconferencing equipment: Rutland, Morrisville, and Brooks. Jill will send out a Doodle poll for dates and will also ask for feedback about meeting location and online attendance. At the meeting Wendy will demo “edit as new” and give a refresher demo about merging records.