**Catamount Cataloging Group**
**Minutes DRAFT**
**July 19, 2016**
**GoToMeeting**

**Attendees:** Jill Chase (Waterbury), Janet Clapp (Rutland), Jo Coleman (Springfield), Leah Gessner (Guilford), Leslie Markey (Brooks, Brattleboro), Wendy Sharkey (Bennington), Greg Tisher (Royalton), Jill Tofferi (Fletcher, Ludlow)

**Minutes**:  Jill T made a motion to accept the June meeting minutes as written. Wendy seconded. Approved.

**Koha mini update:** Wendy said it mainly solved problems with Listen Up! Vermont passwords and she has heard no complaints.

**Problems:** We can't add to Wendy's deduping statistics Excel chart on Basecamp. Any Excel sheet downloaded on Basecamp would have to be downloaded, edited, and published again, which is a cumbersome process and could lead to several copies of a file if the old ones are not removed. Wendy said files can only be removed by the original poster. After discussion, we all agreed to keep our own deduping stats and once in a set period, perhaps every six months, we will send our deduping stats to a specific library to compile on a spreadsheet. Any volunteers to be the compiler?

**Handbook**: Jill C posted VOKAL's handbook on Basecamp. VOKAL said it needs updating. Jill C sent them what we have so far in our cataloging handbook. Jill T noticed some differences in our cataloging procedures, such as we don't send material to a cataloger and we don't delete ISBNs from a record.

Jill T posted a document on Basecamp she used with Reading as they were training. Their questions led to updates in the document and they provided good screenshots. The document includes some of the topics listed on the CLN handbook topic list, such as batch loading records. Originally batch loads were separately listed on the handbook topics because not everybody does those. Recognizing good records is included in Jill T's document. Nobody has done "editing records" for the handbook.  Jill C asked for a volunteer to take that on.

All handbook documents on Basecamp should have the "CLN handbook" label for easy access. Wendy will pull together what we have and what is still needed. We'll discuss the handbook again in a future meeting.

**Paperbacks:** Should paperbacks be put on the same bib record as hardcovers? Yes, if all information is the same (publisher, number of pages, size, etc). If the ISBN is not on the record both the 10 and 13-digit forms should be added to the record.

**Deduping process:** The CLN board approved paying Bywater to create a plugin to help eliminate duplicate bib records. The catalogers group will need to determine a process to share the labor of deduping using the plugin once it is available. Jill T added that directors are supposed to find time for their cataloging staff. Wendy pointed out that we have time to work on a process because Bywater still

has to write the contract, which we sign and pay, and then they have to write the code. At this point we don't know what the result will look like or how much work will be involved in deduping with the new plugin so neither catalogers nor directors can do more until we see it. Wendy reminded everyone that we should always leave the catalog better than it is and if we see duplicate records we should continue to merge them.

**Policing process**: Catalogers have agreed in the past that if we find catalog errors we should contact the contributing library. We currently don't have the names and contact information of all the supercatalogers. There is a contact list on Basecamp but it does not have that information. Wendy pointed out that everybody's Basecamp name should include library and job role. Janet said some libraries have more than one cataloger and some people have more than one role in a library so the Basecamp list is not a definitive way to identify the cataloger to contact. Janet pointed out that we could use the contacts list to ask the original poster of a Basecamp file to pull it down if it is outdated. Leslie asked how people who don't have access to the management group can access the Google doc list of contacts. Wendy will try to make a link on our Koha home page so we could go from there to a contact list that would show director, super cataloger, and CLN loans contact. It may need to be a link to a page on the CLN website so Jill C will talk to Mary about that. Information on the CLN website is publicly available.

**Large print icons:** Jill T had patrons looking for large print books and wondered if we could have a LP icon next to "material type" so it would be quick and easy for patrons to identify in the OPAC what are large print materials. Wendy and Janet said the "material type" icon comes from a code in the MARC record and there's no identifier there to indicate large print. The cataloging group could ask for a "large print" item type because there are icons that could be used to identify a large print item type. Leslie said catalogers can add a subfield h in the 245 field and put "large print" in brackets. That would not provide an easy-to-understand icon for patrons but would serve as another way to identify the material.

**Next meeting:** Tuesday, August 16 at 10:30 via GoToMeeting.