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Catamount Catalogers Meeting Minutes
September 9, 2014
Online meeting

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Present: Jill Chase (Waterbury), Janet Clapp (Rutland), Tom McMurdo (VTLIB), Constance Murphy (Deborah Rawson Library), Leslie Markey (Brattleboro), Wendy Sharkey (Bennington)

New member updates: Welcome to new member Constance Murphy from the Deborah Rawson Memorial Library in Jericho. Bristol dropped out so Royalton moved up to their go-live date.

Minutes from July meeting: No changes.

Review Catamount Cataloging Policies draft: Tom originally wrote this document back in February 2013 before any libraries went live. Wendy will edit it according to our discussion then post a draft on Basecamp. If we agree on it then it will go to the board for approval.

We discussed "substandard cataloging." We agreed that we are all very busy but we are all quite willing to help each other. If we see a consistent cataloging issue with a specific library we can contact the supercataloger of that library. We also agreed that we will contact the supercataloger at another library if we see a wrong item on a bib record, for example an audiobook on a print book record. Advanced searches can be affected when different collection codes or item types are on one record. There are cases, however, when a library may decide to put a large print or a paperback on the bib record of the regular print item in order to fulfill holds. If we come across an insufficient bib record we can replace it.

There was discussion about how cataloging training will be available and whether a cataloging mentor would be helpful for new libraries coming on. Constance said a do-ahead suggestion list before go-live would be useful. If one of us goes to a training we can become the mentor for the new library. If a mentor doesn't know the answer she could suggest who might know. Any Vermont cataloger can contact Tom with cataloging questions; email is best. Tom will eventually hand off all cataloging training of new CLN libraries to CLN. Some libraries that are coming aboard are not automated. For people who have not had any formal cataloging training Tom does a 5-day course every other year.

Mixed items on one record: Alert supercataloger at the library involved. Jill C will put together a list of supercatalogers and post it as a text document on Basecamp.

Cataloging manual: If we had a manual it could go to new libraries before they are trained. Tom created a manual with screen captures that he put together for an oncoming unautomated library of the basic cataloging steps. Tom will post it on Basecamp. Jill C will think about what should be included in a manual when she attends training for the new library. Wendy will come up with a list of sections for a manual before our next meeting.

Other business: Because records are matched by ISBN, duplicates are less likely to be found for older books without ISBNs. Jess is finding duplicates by keywords rather than ISBN so she has found some older book duplicates. We have approximately 70,000 duplicates now but as we bring in new libraries there will be more. We agreed that whenever we come across duplicate records we need to merge

those records. Tom said that for financial reasons we will need to pursue automated service to dedup in the future.

Next meeting: Jill will send out a Doodle poll for the October meeting.