Catamount Library Network  
Cataloging Group  
April 6, 2021  
GoTo Meeting  
DRAFT MINUTES

The meeting began at 9:24 a.m. Sue Dowdell (Springfield) ran the meeting and took notes.

**Present:** Wendy Sharkey (Bennington), Leslie Markey (Brooks, Brattleboro), Holly Hall (Deborah Rawson), Cathy Clark (Deborah Rawson), Jill Tofferi (Fletcher, Ludlow), Mary Lemieux (Morristown), Janet Clapp (Rutland), Sue Dowdell (Springfield), Tammy Gould (Springfield),

**Not present**: Sarah Snow (Ainsworth), Bridget Stone-Allard (Georgia), Leah Gessner (Guilford), Cheryll De Rue (H.F. Brigham, Bakersfield), Jennie Rozycki (McCullough, N. Bennington), Clare McFarland (Norman Williams, Woodstock), Emily Zervas (Putney Public), Sarah Wiles (Putney School), Tony Pikramenos (Reading), Tyler Strong (Royalton), Catherine Goldsmith (Starksboro), Open position/Almy Landauer (Waterbury), Rene Cressy (West Rutland)

**Minutes of last meeting** – not discussed. Will need to approve along with this one next meeting.

**Aspen** – Janet has several questions

* Would every library have to customize their own home page? Sue indicated that it was her understanding that anyone who wanted to change the template it would be able to but if they were happy with the design, no customization was needed. Wendy indicated that Bywater would do the initial setup.
* Would tabs of home page show every library as the default? Rutland’s concern is that Aspen would increase their already overloaded transfers if patrons can see it automatically, without having to change search parameters to all libraries. Sue will reach out to find out more. Wendy is working with Bywater to define baselines of existing weighting of the system. Janet is also concerned about the impact to smaller libraries as well, that they will be able to handle a possible increase in holds. Wendy indicated that Aspen will show the other options (duplicates) within the same library, as it will pull all editions and formats of the title, which may cause the item to be pulled from the home library instead of a transfer.
* Would patrons be able to search by call number? Sue will find out.

Jill made a motion, seconded by Wendy, to recommend the board move forward with Aspen, as long as the above questions can be answered and the financials can be worked out. Approved unanimously.

**Multiple –** Jill brought up concerns that she has found records of audiobooks being attached to electronic books. We should not have any electronic resources in the system. When finding a record, catalogers should look at the leader, which tells the type of material.   
For example: **cjm** is for audiobook on CD/sound recording, **ngm** is for DVD, **cam** is in the leader if it is a print book. The 300 field cannot say it is an online resource – it has to say the # of discs in the physical description. Catalogers should match the 020 field with the item in hand – try to limit the record to the two ISBNs that you have. Try not to use a record that have other ISBNs, you do not need to delete. All should review the online guide which has screen shots. Once COVID is ‘over’ we need to have an in-person training for all 21 libraries.

What do we do when we find a bad record? Many librarians do not have time to repeatedly contact the repeat offenders. This is a topic to be referred to the board. Leslie suggested matching larger libraries with smaller libraries, which are new to online cataloging. Continued concerns about member libraries who do not send someone to these meeting. It is noted that no one is perfect and we should be asking each other. The following members are willing to mentor others: Wendy, Holly, Janet, Leslie, and Jill.

**General Material Designator (GMD)** - Janet said **245 $h** must use controlled vocabulary only according to AACR2. Janet found records that had vocabulary that did not fit the controlled vocabulary. RDA had done away with the **245 $h** field so it is no longer needed in an RDA record. But if the record already has that field, the record must use the controlled vocabulary. Use RDA rules. This info is covered in the 300 fields. Removing the **245** **$h** is not needed if it is there.

**Standardizing Series –** no current CLN rules regarding adding series to the record. Janet adds it to the record (490 \_1 and 800 fields). You can add it to the item itself, in the materials, series enumeration and/or adding to the public note. It is a library-specific decision. If you have questions, ask one of the mentors.

**FAST subject headings** (Faceted Application of Subject Terminology)– <https://www.oclc.org/research/areas/data-science/fast.html> these are derived from the Library of Congress Subject Headings (LCSH), one of the library domain’s most widely used subject terminology schemas. The development of FAST has been a collaboration of OCLC Research and the Library of Congress. They should not be deleted as it takes longer to take things out, especially if it is a valid record. Every change you make causes a change in another field.

To find subject headings for original cataloging use LCSH. <https://www.loc.gov/aba/publications/FreeLCSH/freelcsh.html>

690 local subject headings – if using, you need to use regulated vocabulary.

**OCLC vs. BTCAT** – larger libraries had conversations with Baker and Taylor about their pilot product. Wendy and Janet are concerned about the quality of their records. If anyone wanted to trial it, then do it on the test server. Not moving forward with it at this time. OCLC renewal in the summer, notice in May. Other CLN libraries can join at that time.

**Courier concerns** – due to overdue deliveries and in-transit lists. Use April’s form to report issues. <https://libraries.vermont.gov/services/ILL/courier/report_issue> Some libraries are contacting Priority Express directly. Some libraries are being charged more due to bins being over 50 pounds. Priority will only fill them to the 50lb weight. Courier inconsistent in number of bins delivered and the times they are coming.

The meeting ended at 10:29 a.m.

Sue Dowdell