

**Catamount Library Network
Cataloging Meeting Minutes
10/17/2023**

Updates & clarifications

Attendees:

Jill Tofferi (Fletcher Memorial), Tracy Ombreski (Springfield), Susan Alancraig (John G. McCullough), Cathy (Deborah Rawson Memorial), Holly (Deborah Rawson Memorial), Leah Gessner (Guilford), Pat Meulemans (Winhall), Janet Clapp (Rutland), Bridget Stone (Georgia), Deb Ehler-Hansen (Manchester), Carrie Gutbier (Manchester), Michelle Willey (Waterbury), Sara Luttrell (Brooks Memorial), Stephen Niles (Dorset)

Called to Order: 9:01am *Recording started

Old Business:

*Jill on behalf of Wendy Sharkey-

Reminders for complete records make sure to fill in the following:

- 008 field
 - Check position 22 Target Audience, this helps to show it in the correct category in Aspen
 - Position 33 (books) Literary Form, this indicates Fiction vs Nonfiction
- 942 Koha Default Item Type, this must be filled in. Please double check this especially if you are importing records because they can sometimes override the “required” setting on this and remain blank.
- ISBN 13 & 10 digit lengths are required (unless the 13 starts 979). **If you only have one you can use this conversion website to obtain the other.**
https://isbn.org/ISBN_converter

RDA:

All records going forward should have the following fields filled out as well -

300 Physical Description sections a, b & c

336 Content Type sections a, b & 2 (some records have 2 336 records)

337 Media Type sections a, b & 2

338 Carrier Type sections a, b & 2

001 & 003 Fields:

Make sure to fill in the 003 Control Number Identifier on each record, this will in turn autofill the 001 Control Number after you’ve saved the record.

New Collection Code:

Michelle was wondering if their library could get a specific collection code just for their use. **We do not have individual library collections, all CLN libraries use the same list. The first step is to put it forth for a vote in the CLN, then if it passes you would move onto submitting a ticket with Bywater. The overall process may take some time.**

An alternative solution is to talk to Morgan at Bywater to possibly add a button to your OPAC that pulls up that specific in house collection for your patrons.

The CLN Annual Meeting is on Tuesday 10/24/2023, this is hybrid in person/zoom. It is a requirement of CLN membership to be present.

Next meeting: Tuesday December 19th @ 9am

Adjourned: 9:33am

Recap of record requirements -

Always fill in the following

008 positions 22 & 33 (books)

300 a, b & c

336 a, b & 2

337 a, b & 2

338 a, b & 2

942

ISBN 13 & 10 digits