

Catamount Cataloging Group
Minutes (Draft)
February 19, 2019
GoToMeeting

Present: Susan Alanraig (McCullough, N. Bennington), Jill Chase (Waterbury), Janet Clapp (Rutland), Jo Coleman (Springfield), Rene Cressey (West Rutland), Catherine Goldsmith (Starksboro), Mary Lemieux (Morristown), Leslie Markey (Brooks, Brattleboro), Constance Murphy (Deborah Rawson, Jericho), June Osowski (Rutland), Jennie Rozycki (McCullough, N. Bennington), Wendy Sharkey (Bennington), Sarah Snow (Ainsworth, Williamstown), Bridget Stone-Allard (Georgia)

Not present: H.F. Brigham, Bakersfield; Fletcher, Ludlow; Guilford; Norman Williams, Woodstock; Putney; Reading; Royalton

Constance opened the meeting. Jennie said it isn't possible to change Deb Higgins name as the organizer on GoToMeeting.

November minutes. Minutes were accepted as posted.

Meeting times. Typically, the cataloging group meets every other month. It was suggested that sometimes meetings be held on days other than Tuesday for those who cannot attend on Tuesdays. Constance will check the previous Doodle poll to see what other times were possible for people to attend.

On order records. People are still attaching items to incomplete order records. Do not attach to an incomplete record because when the ordering library receives the book, it may be a different edition than the one you have. The ordering library will change the bib record, and it may not match your library's edition. If attaching an item to a complete order record, change the default item type from "on order" to book, audio, etc. Remember not to use the "new" item type in the bib record, only in the item record. If the bib record has only a 10-digit ISBN, add in the 13-digit ISBN. Leslie suggested the ISBN converter <http://pcn.loc.gov/isbncnvt.html>. For more information on cataloging records, see the manual on Basecamp.

Empty records. Wendy has found lots of bib records without items attached. She can ask ByWater to delete them.

New items. Lots of items added a long time ago are still marked as new. This is not fair to other consortium libraries. Books can have the new item type only for the first six months the library owns the item. Audio and video materials can have the new item type for one year from acquisition. Susan suggested report 757 for finding all new materials. Download the report to Excel. Delete those with an accession date less than six months ago for books, one year ago for audio and video. The remaining list of items should be changed out of the new item type.

Extent & subject headings. As Janet posted on Basecamp, the spine should be measured in whole numbers, rounding up as needed. Subject headings should only be those approved by LCSH; don't make up subject headings. Jennie said she found some strange subject headings. The extent is important when trying to determine what edition your library has (paperback, oversize, etc). Constance said when deduping records, the measurement may be off by one centimeter, so it's a question whether the records describe the same book or not. Susan asked about the subject headings that you can link to in the Koha bib record by clicking the pencil

icon beside the subject field. Leslie said that is the authority file, meaning the headings are in the database but are not necessarily valid subject headings. Janet will post the link on Basecamp to the Library of Congress subject headings (<https://www.loc.gov/aba/publications/FreeLCSH/freelcsh.html>).

901 fields. Some bib records were found with 901 fields saying “Leased.” In the past we agreed we can delete 945-949 local fields when merging records, but are there other local fields like this that we can delete? Wendy and Susan delete fields, such as 906, that don’t pertain to all libraries when downloading records. Leslie said any notes particular to an individual library’s item should go in the item record, not the bib record. Can we delete other libraries’ notes in local fields? Wendy said we should contact the library. However, if several libraries have items attached to the bib record, there is no way to tell whose note it. Leslie asked if there is any harm in keeping 900 fields; most 900 fields don’t display in the OPAC. There was much discussion about the clutter of local fields compared to the time involved to delete them. As long as there are 942 and 949 fields, we can delete others if we choose, unless they are consortium generated, then you would leave them alone. Leslie said as a general cataloging rule, don’t delete fields, especially if they do not hurt access to the record.

OPAC search results. Janet asked about the discussion in the June cataloging meeting regarding a link to click for availability in place of the long list of library names and call numbers on the OPAC search results screen. Wendy said she can change the screen from the library list to click for availability. She will talk to ByWater.

Janet asked about the August 2017 discussion regarding separate tabs in the OPAC on the detail screen to make it easier to see the owning library and other libraries. Right now in the OPAC, users have to go through the list of all owning libraries, which can be confusing to patrons. The staff client has two tabs, so it is easier to see your own library’s holdings. Can we do this in the OPAC? Wendy will ask Bywater.

Deduping. Constance is using the dedup plugin, but is having difficulties because she can’t necessarily get the best record as a result. Wendy said the plugin is best to find which records to merge, then use the normal merge process rather than the plugin to actually perform the merge into the best record. Reminder that we want records with two ISBNs, not one. Constance said the MARCIVE records are not necessarily the most complete record. Leslie said MARCIVE records had extensive authority work when they were downloaded at the beginning of the consortium, so that’s why we chose MARCIVE records over others.

Current vs home location. When we do a search in the staff client, we get current rather than home (owning) location. Previously, we asked ByWater about getting home, and they responded that they would add more information in the location box to show both holding and owning locations. We agreed then that the screen would be too busy. What is the easiest way to tell if an individual library owns an item? If a library’s copy is at another library, it appears on the summary results page as if it is owned by that other library. If you click your library’s name where it is listed on the left under holding libraries, and your copy is elsewhere, your copy will not be listed in the results. Conversely, if you have another library’s copy temporarily, it will appear on the list as if your library owns it. Paperbacks and hardcovers are on different records. It’s time consuming and confusing for patrons and staff. Constance said ByWater should be able to come up with a simplification or solution so libraries can easily find their own holdings.

Advanced search. Susan did an advanced search, changing date limits and availability to her library, but search results included all books in the consortium. Wendy said that’s the way it works, but ByWater is working on it.

Next meeting. Constance tentatively scheduled the next meeting for April 16, but will see if a day other than Tuesday is better.