Catamount Cataloging Group
Minutes (Draft)
March 31, 2020
GoToMeeting

Present: Susan Alancraig (McCullough, N. Bennington), Jill Chase (Waterbury), Janet Clapp (Rutland), Leah Gessner (Guilford), Sacha Krawczyk (Fletcher, Ludlow), Clare McFarland (Norman Williams, Woodstock), Constance Murphy (Deborah Rawson, Jericho), Jennie Rozycki (McCullough, N. Bennington), Wendy Sharkey (Bennington), Jill Tofferi (Fletcher, Ludlow),

Not present: Sarah Snow (Ainsworth), Cheryll De Rue (H.F. Brigham, Bakersfield), Leslie Markey (Brooks, Brattleboro), Bridget Stone-Allard (Georgia), Mary Lemieux (Morristown), Emily Zervas (Putney Public), Tony Pikramenos (Reading), Tyler Strong (Royalton), Jo Coleman (Springfield), Catherine Goldsmith (Starksboro), Rene Cressy (West Rutland)

Minutes of January 28, 2020 meeting. Janet corrected the minutes to say it was not Leslie who suggested batch withdrawal. Wendy made a motion to accept the minutes with Leslie changed to "someone." Jill C seconded. Constance said it can be useful to review the minutes of the meetings because there is a lot to learn.

Collection codes. Wendy reported that the changes made seem to be working. Constance found a definition of collection code from a Michigan library that uses ByWater Koha: "collection codes group related items that are shelved together within the library." In Bennington that is not true because large type fiction and large type nonfiction are not shelved together. Some libraries put all large type books together while others interfile them with the regular print collection. Jennie said that interfiling with the regular print could make it harder for visually impaired patrons to locate materials.

Report 147 of old ILL records. Constance said there are old interlibrary loan records in the catalog that could be deleted. Use report 147 to search your library for item type ILL. Some libraries seem to use that for items borrowed from the state, like large type.

Who is in charge of how OPAC looks and functions. Some changes are global, like the change Wendy made to make the material type icon larger. Wendy said if changes to the OPAC affect how it functions, we should check with the loans group. In some libraries, the circ staff doesn't deal much with the OPAC; it varies depending on how the library is staffed. Jill C thought loans was circ and loans rolled into one. Jennie sees CLN Loans group as user experience – how does this work for our patrons? If a library staff member sees an issue with the OPAC, who do they ask? Jennie said Loans. Janet said what's in the OPAC comes from cataloging. Constance wondered how Basecamp loans group sees themselves; she will ask the loans group how they see it.

Subject headings. The importance of accurate subject headings was brought up on Basecamp. Susan posted a Library of Congress link there for finding subject headings. She explained that if you type in a heading, it will give you a list and you can find what is LOC authorized. If you click on a link, you will get more information.

Basecamp. There are so many things on Basecamp sometimes topics are hard to find so we repeat ourselves. It's important to search thoroughly for information there. There are only two ways to remove

files: either by the owner or by the Basecamp administrator, currently Jennie. It is the same for removing a user; it can only be done by the user or administrator.

Jill T asked if there is a way to make folders of files in Basecamp to organize them by topic. To search files, click the project name, then at the bottom of the screen is the word "Files" which provides a link to all files in that project. In the search box beside "filter by name," type in a word and it searches file names and extensions. Janet said all minutes she posts are given the label "minutes," so you can filter by label. Jill T deletes the older contact list when she puts in the new one. Does the search only find files with the word in the title, not that necessarily in the file itself? Correct, so for example a search for "dedupe" wouldn't bring up the manual that includes information on dedupe procedures. Susan suggests everyone posting be careful about naming files to make sure they identify the subject.

Could there be a folder called dedupe so all dedupe files could be together? What if there are meeting minutes with information on a topic, could we add a subject label to those? A file can have more than one label, like minutes and deduping, but we don't know the limit to the number of labels. Susan said minutes where we discuss dedupe should have a dedupe label.

Constance said the interest is in not repeating questions when we already have the information posted but can't find it; maybe it would be a good thing for us to think about how we can organize Basecamp better. Wendy said sometimes in Basecamp you'll see a link to watch a video on how to do things. Constance said it's good to be curious and follow links like that. One possible suggestion is when titling minutes to include keywords of topics so the minutes will come up in a search. However, if file titles are too long they won't group together as minutes. Constance said title "how to" files with "how to" in the name. If we created files we can delete them. It was suggested everybody go into the projects to which they belong, click "Me" to see the files they posted, and delete any that are no longer needed.

Deduping and merging procedures. Wendy demonstrated how to use the deduplication tool in Koha and merge bibliographic records. Questions and comments by others are added into the demonstration to result in this set of instructions.

1. Open two windows or tabs in Koha.
2. In one Koha screen, go to Tools.
3. On the tools menu page, look under the heading for "Additional tools" and click "Tool plugins." NOTE: if you do not see "Tool plugins," you may need to have the permissions enabled.
4. Click the Actions button to the right of "Deduplication Tool Plugin."
5. Click "Run tool."
6. On the deduplication tool page, beside "Home library is" select your library from the list.
7. "Current location is" select your library from the list.
8. "Shelving location is" select "All locations."
9. "Item type is" select whatever type you are working on.
10. "Collection code is" select whatever collection code you are working on.
11. "Status is" select "All statuses."
12. From the dropdown list that defaults to "Barcode" select "Call number."
13. In the blank beside call number, put the beginning of the call number you want to search. For example, if your fiction call numbers start with FIC, type FIC. Use the % as a wildcard. For example, FIC T% will bring up all call numbers starting FIC T.
14. Leave matching rule as ISBN.

15. Click "Search for duplicates" button.
16. Wait for a list of titles. It may take a few minutes.
17. Look across the row at possible matches. Compare ISBNS, publisher, extent, size, etc.
18. If you see possible matches, copy the ISBN and paste it into the cataloging search bar of another Koha screen.
19. In cataloging search results page, you can preview the records using the "Actions" button.
20. Select all records you want to merge by clicking the boxes in front of the titles.
21. Click "Merge selected" button.
22. On the "Merging records" screen you can click the radio button in front of the record you want to use as the reference record. If one record is more complete or better, that is the record to use as the reference record. If you're not sure, leave it as is.
23. Click the "Next" button. The record that was selected as the reference record appears on the left under the "Source records" label and has "(ref)" beside the biblio number. If you look at the ref record and decide it isn't the one you want as the source, click the back arrow to return to the "Merging records" screen and select the radio button for the title you do want to use as the source reference record.
24. Click the tab for the source record that isn't the reference source record and compare the fields to "Destination record" on the right. Both must have the same ISBN numbers, author, title, publisher, extent. If you see a 500s field or 650s field in the source record that you want in the destination record, click the box in front of that field and it will be added to the destination record.
25. Check all source records against the destination record.
26. Click "Merge" button at the bottom of screen.
27. The "Merging records" screen tells you that the merge was successful and provides a link to see the merged record.
28. Mark your statistics that you merged another. Monthly statistics are sent to Jill C.
29. If you modified the destination record because the source records weren't identical, for example you added subject headings from one to the destination record, you must edit the merged record's 040d modifying agency field to enter your library's OCLC code.

TIPS:

• If a record has no extent, you cannot merge it. If there is no size of book, number of discs, number of pages, you cannot merge the records. You can contact the cataloger of the library that owns it and ask them to fill in the record by looking at the item.
• If two presumably matching records show different ISBNs, copy the title into the cataloging search. If **all** details match (author, title, publisher, edition, description, extent) they can be merged.
• Check descriptions carefully. Sometimes one of the multiple selections found by the deduplication plugin may be an audiobook rather than print. Print and audio records must not be merged.
• Bib records should include both the 10 and 13 digit versions, so add as needed. Add your library's code as the modifying agency even if you only added an ISBN.
• If you find something wrong and it's not your bib record, first check your item to make sure it is attached to the correct bib record. If it is, contact the supercataloger at the original owning

library to edit the bib record according to their item. Over the course of time, every library has had more than one cataloger, so you could be fixing someone else's mistake at your own library.

Recording. Constance recorded this meeting, so anybody who wants to see Wendy's demonstration can find the recording on Basecamp.

The next meeting will be in May. Constance will send out a Doodle poll. Janet made a motion to adjourn. Wendy seconded.