

Catamount Cataloging Group
Minutes (Draft)
April 30, 2019
GoToMeeting

Present: Susan Alancraig (McCullough, N. Bennington), Janet Clapp (Rutland), Clare McFarland (Norman Williams, Woodstock), Constance Murphy (Deborah Rawson, Jericho), Jennie Rozycki (McCullough, N. Bennington), Wendy Sharkey (Bennington), Bridget Stone-Allard (Georgia), Jill Tofferi (Fletcher, Ludlow)

Not present: Ainsworth, Williamstown; H.F. Brigham, Bakersfield; Brooks, Brattleboro; Guilford; Morristown; Putney; Reading; Royalton; Springfield; Starksboro; Waterbury; West Rutland

Basecamp technical trouble. Basecamp had technical trouble. People could only get into the meeting by clicking the link in the agenda, but not by going to the Basecamp website.

On order records. Reminder: don't attach an item to an on order bib record unless it is really good. If the 300 fields are not present and complete, do not attach items to that record.

Multipart DVDs. Janet brought up the issue regarding the description in the bib record specifying several discs and whether we can attach a single disc as an item to that bib record. Constance cited someone on Basecamp who said the problem is holds: patrons don't know to request a specific disc. Jennie gave the example that we don't break up books by chapters. If extent says four discs, then each item attached to that record should contain four discs. Janet cited Leslie's suggestion from the August 2017 meeting that we can use Kansas City Library for good bib records to catalog the individual discs of a set if a library circulates sets separately. Jennie pulled up an example of *Game of Thrones* showing that some libraries separate the discs for a TV season, attaching the individual discs to a bib record that shows all discs of the season in the extent. Susan said the title says "complete season," so that is what the patron expects. Janet said it is best to use the next available item when placing holds, but if some discs are individual and not the full season, we must pick and choose the item to request. Jill T said we are not supposed to pick and choose which item to hold. Constance said patrons can't select a specific item from home. Because all present at the meeting package their DVDs together in one season or set, it was agreed to discuss the issue on Basecamp to get input from libraries that separate discs. Constance will put something on Basecamp asking people to respond. Janet said maybe libraries that separate discs could use the p field in the bib record to identify "disc one" or whatever disc it is. Jill T said patrons don't look at the bib record, so we need to consider ease of use for patrons.

Diacritics in bib record. Constance changes the ♦ symbol when she sees it because those symbols make messy records. She has a sheet of shortcuts for diacritics on her wall. Wendy said they are in the manual. Janet keeps a document that she copies and pastes from. She said that, according to the 2014 minutes, we agreed to edit the 100, 245, 600s and 700s if there are ♦ symbols. Susan bookmarked a site with the shortcuts and changes the symbols when she sees them. Constance reported seeing a lot of records where diacritics are not being changed. She gave the example of a search for "bahai" resulting in a screen with numerous black diamonds in titles.

Format. Janet had posted on Basecamp about bib records that don't clearly indicate cassettes. It frustrates patrons when they come to pick up holds and get audiocassettes rather than the discs they thought they were getting. Wendy said there is no quick way to fix insufficient records, but it needs to

be done. Wendy will send an email to the library with such records. When a new library is used to being a standalone and cataloging by rules that work for the library as an independent, the staff may need to make catalog changes to match consortium needs once becoming part of CLN.

Good bib record. For good patron service, we need good catalog records. Refreshers are good because it is easy to forget what is learned during training. Wendy said the board did suggest face to face meetings once a year. Jill T has called a couple directors because bib records were horrible and creating a new record is time consuming. Errors found include people attaching to on order records without an extent, or attaching to on order records but not changing bib item type from on order, or using “new” item type in bib record. Janet suggested having an outside cataloging consultant who could address more complex cataloging issues in addition to a refresher on good records and procedures. Jennie suggested using CLN’s research and development money for a consultant. Janet offered Rutland as a possible location. It was suggested to plan for the month of June before people get busy. Constance will check with Tom for ideas on consultants. Jill T suggested CLN pay for lunch. Constance asked if we want best practices or to ask individual questions. Jill T said it would be helpful to have samples of two similar records and why they should or shouldn’t be combined. Jill T suggested we look at on order records and when to use them. Susan suggested instruction on merging records. Constance said we need a list of things a record should include. Jennie pulled up as an example “the name of the wind,” which had several bib records. Wendy said a bib record should have two ISBN numbers. Jill T said we should send an invitation to every library and require somebody to attend; we can even have two people come per library. Susan said it is important to make sure copies are not lost when deduping. All agreed that part of the meeting would be to troubleshoot things we need help with, like deduping, and the other part a good practices overview. Jill T said we could have the consultant 10-1, then after lunch we focus on Koha. Constance will see what we can get and talk to Tom to see what input he has.

Courier. Jill T asked if anybody else is seeing numerous different drivers for the courier service. She has been checking that the courier shows up because the library is charged even when the courier does not show up.

New members. Wendy announced that Georgia will go live June 3. Putney School will be the 20th library in Catamount.

Next meeting date will be set once we find out about a consultant.