





Catamount Cataloging Group
Minutes (Approved)
January 28, 2020
GoToMeeting

Present: Susan Alancraig (McCullough, N. Bennington), Jill Chase (Waterbury), Janet Clapp (Rutland), Jo Coleman (Springfield), Sue Dowdell (Springfield), Leslie Markey (Brooks, Brattleboro), Mary Lemieux (Morristown), Clare McFarland (Norman Williams, Woodstock), Constance Murphy (Deborah Rawson, Jericho), Wendy Sharkey (Bennington), Bridget Stone-Allard (Georgia), Jill Tofferi (Fletcher, Ludlow), Sarah Wiles (Putney School), Amy Williams (Rutland)

Not present: Sarah Snow (Ainsworth), Cheryll De Rue (H.F. Brigham, Bakersfield), Leah Gessner (Guilford), Emily Zervas (Putney Public), Tony Pikramenos (Reading), Tyler Strong (Royalton), Catherine Goldsmith (Starksboro), Rene Cressy (West Rutland)

November 2019 meeting minutes. Constance clarified that 040 c is transcribing library, not originating as the minutes state. Wendy moved to accept the minutes as clarified. Jill T seconded.

Bib record modification.

- **946.** The field 946 showing who created and who last modified the bib record is now on the test server. Constance asked if changing the 942 results in a change to the 946. Nobody has tried that yet.
 - Will the 946 show all people who edited the record or only the last person to make changes? It shows the original cataloger and only the last person to edit the record, not all people who edited it.
- **040.** Bridget wanted to verify what code should be used in 040 c, because there are different codes for CLOVER, the state report, etc. Janet and Wendy said it should be the OCLC number, which is used for CatExpress and can be found online. Leslie said for Georgia it is VTGEO.
 - We agreed that we don't need to change the 040 c field if we are only updating the 942 item type. If changing something in 900s (local holding), we don't need to put a code in 040 c.
- **Diacritics.** If the only changes we make to the bib record are fixing diacritics to get rid of , should we change the 040? We agreed since it changes the display but not the record content, we do not need to edit 040 in those instances.
 - **Character map.** Constance demonstrated the Windows character map that can be used to get the correct symbols to replace . From the start button, go to the Windows Accessories folder, then select character map. Select the desired character, copy, then paste into the record. In the bottom right corner of the character map window, once you select a character, you will see the keyboard shortcut, such as Alt 0169 for the copyright symbol.
 - **Translate.** Jill T said that she put a title into Google Translate to see what the diacritics should be. The item in hand had an English title and no Spanish version on it, but the bib record had the Spanish title with  she needed to fix. She used Google Translate to translate the English title into Spanish and could then see what diacritics should replace the .

On order records. We reviewed the agreed upon policy of not adding to an on order record unless it's a good record. A good record would have at least the following: 020 ISBN (10 and 13-digit versions), 245 title, 260 or 264 publication information, 300 subfields a & c extent (pages, size, number of discs, etc.), 650 subject headings, and something in 942 item type. Newer records should have the 330 RDA fields. If an on order record includes all of this information, then we can add an item and edit the bib record's 942 from "on order" to the correct item type. If the on order record does not have at least the information above, we will import a good record to attach our library's item to. We agreed to continue this practice, and that if we find something incorrect we should contact the library that made the error. We are a team, and we appreciate being corrected when needed. Jill T suggested that the page in the CLN handbook about what a good record is should be reposted to the cataloging group on Basecamp. Constance will do that.

Multiple ISBNs. Jill T asked about records with multiple ISBNs for different formats, and about using a bib record that identifies something as an online resource. Janet said an online resource is not the same as a printed book. Leslie said an online resource is an electronic book that was cataloged. There was discussion about the multiple ISBNs. We agreed we should not delete the ISBNs. Wendy suggested looking for another record that has the single ISBN matching the format of the copy you have in front of you. We agreed that if you can only find a good record with multiple ISBNs, use that record and don't delete the additional ISBNs.

Collection code addition. At the last cataloging meeting, we had a request for a new collection code called "pride," stimulating much discussion that was extended to this meeting. Wendy said a collection code is used to define more manageable areas of the library's collection for purchasing, statistics, circulation data, and collection management. Constance said the current collection codes are broad, with the only narrow one sustainable living. Jill C said that Waterbury originally asked for sustainable living but doesn't use it now.

There was discussion about whether creating one collection code opens a can of worms because adding different collection codes for different subjects could lead to a long list of codes. Jill T said that when the first libraries started the consortium, the collection code list was limited. The state librarians working with the consortium at the time suggested a long list would be cumbersome for catalogers. Wendy said that ByWater says we have fewer collection codes than many others.

The complete list of collection codes available to Catamount libraries is in the handbook. Constance said her library has a collection of transitional readers but there is no collection code she can use for that collection. Sometimes call numbers can be used to distinguish a collection like that.

There was discussion about OPAC searches. If a patron types a collection code as a keyword, the results will show all materials with that collection code as well as all items with that keyword. For example, if there is a pride collection code, a search for the word pride would bring up all items with that code as well as all records with pride somewhere in the title or other fields. The advanced search screen in the OPAC shows all the available collection codes, not just the ones used by a specific library. Adding many collection codes could lead to an unwieldy list for patrons, and could lead to confusion for patrons who think they are searching for a specific collection, but get no results if the individual library doesn't use that code.

There was discussion about whether subject headings could be used to identify LGBTQIA+ books rather than creating a pride collection code. Wendy said there are hundreds of subject headings that can be used, so it is not a practical method for gathering statistics on the collection.

There was discussion on how the consortium should determine whether to add a collection code. The Dewey numbers can be used to define a subject in nonfiction but not fiction. Janet asked what criteria we would consider each time we want to add a new collection code, besides whether a Dewey call number would fill the need. Wendy said we need a collection code if we can't get the data another way.

Wendy suggested a collection code for ABLE libraries, those libraries that get rotating collections of audio, braille, or large type through the Vermont Department of Libraries. This would enable those libraries to see the circulation statistics of that collection.

Wendy made a motion that the consortium add collection codes when determined appropriate by the catalogers. Jill T seconded. There was no dissenting vote.

Wendy made a motion to add ABLE as a collection code. Jill T seconded. There was discussion that ABLE might be a confusing term for patrons, and that "able" as a search term could bring up many unrelated results. Jill T suggested the code ABLEVTLIB as a more specific code. The vote was held to add the collection code ABLEVTLIB. There was no dissenting vote.

Wendy asked for the addition of collection code "diversity" that she would use for her library's pride collection, but each library could choose to use it in its own way or not at all. There was much discussion about that being a broad collection code, so broad as to have little meaning. It was suggested a more general name like "local" or "collection code 1" be used so each library could adapt it for use. There was concern that those terms were too general to have meaning for patrons. Regarding the code diversity, there was concern that patrons would have different expectations of what it meant. For example, patrons may wrongly conclude that a library doesn't have materials on race, for example, if the collection code diversity is used for materials on gender but not race in that library. The advanced search in the OPAC shows all collection codes, so a patron could see the code "diversity" and assume that it's a valid search for the individual library, even if that library chooses not to use the collection code. Jill T said we should add diversity and see what happens. Constance said if someone is looking for information on diversity as it relates to racial diversity and selects the diversity collection code, the patron could get search results only for gender materials if the library chooses to use the code that way. Bridget said patrons could think the library is focusing on one type of diversity to the exclusion of others. Because of the lengthy discussion, it was suggested the issue be discussed on Basecamp and voted on at the next cataloger meeting. Wendy said it was put on Basecamp before and nobody responded, and that she has already waited a couple months for action on this issue.

Jill T made a motion to add diversity as a collection code. Mary seconded. There were 6 yes and 5 no votes. Constance said we will continue to discuss collection codes at the next meeting.

Item type addition. This was originally a request by Jill C, because her library has numerous types of items that require different loan periods and circulation rules. Wendy said it is much harder to add an item type than it is to add a collection code. Constance said if an item type is only loanable to the owning library, the library can set the circulation rules that library chooses.

There was discussion about material type not matching item type. Leslie said they are different; the material type is designated in the MARC record 008 field. The item type governs the circulation rules like loan period and fines. Jill C said for now her library will try to streamline things to use the item types available.

Different items on a single record. Constance demonstrated the issue of a patron placing a hold and receiving a booklet rather than the desired video. Patrons can't place item holds so they cannot specify a specific item attached to a bib. In Constance's example, the patron wanted *Rear Window* and placed a hold on *Alfred Hitchcock Masterpiece Collection*. The booklet and several DVDs were attached to one bib record. This is an issue for magazines as well. Staff can place item specific holds for patrons in the staff client, so a staff member could request *Rear Window*, but a patron can't. Wendy said this is an ongoing problem.

Old ILL records in catalog. Constance demonstrated report 147, which allows a library to search by item type. She demonstrated using her library, and got 20 results of items with recent accession dates borrowed from outside the consortium for her library's patrons. She then demonstrated with Rutland library, finding 312 records going back as far as 2013. Constance asked if libraries with old ILL records keep them for a reason. Janet said she would ask ILL staff about Rutland's old ILL records.

Items marked withdrawn. Someone posted on Basecamp asking if items marked withdrawn eventually disappear. Wendy said a withdrawn item will not appear in the OPAC, but is visible in the staff client. If the withdrawn item is the only item attached to the bib record, the entire bib will not appear in the OPAC. The only way to get rid of a withdrawn item is to delete it; there is no mechanism that automatically deletes withdrawn materials. Janet said some libraries might keep a withdrawn item record until a replacement copy arrives. Someone said the withdrawn status can be used to make a report for possible replacements.

Holds on wrong items. Patrons regularly place holds on the wrong format, like placing a hold on a book when the patron wanted a DVD. The material type icons in the OPAC for film and text are small. The general material designator in 245 subfield h is more obvious. However, RDA rules, which CLN uses, do not use subfield h. Can the material type icon be larger or be placed in a more obvious place on the search results screen? Wendy doesn't think so, but she can ask ByWater. Sue asked if there can be an icon to the left of the title for each item type, like in Evergreen. Wendy can ask.

Place hold button. Since patrons tend to click the place hold button on the search results screen rather than clicking the title for more information, Janet suggested removing the "place hold" option from the search results screen. There was discussion but no final decision.

Available locations button. Constance said patrons see the "available locations" button and think their library doesn't own the item. Jill T said we could change it to "click for available locations." Constance said if we get rid of the "available location" button, patrons would have to click the title to see if the library has it. Others said maybe the wording on the button could be changed rather than removing the button.

Add to your cart. Somebody asked if we can get rid of "add to your cart" on the OPAC screen because it confuses patrons. Wendy said she thinks this is a loans group matter because it pertains to how the OPAC is used, rather than cataloging. Not everyone agreed that the OPAC falls under loans group.

Next meeting. The cataloging group will meet next in March. Constance will send out a Doodle poll to determine date and time. Meanwhile, continue to post questions on Basecamp.

Adjournment. Jill C made a motion to adjourn. Wendy seconded.