

**Catamount Cataloging Group**  
**Minutes**  
**October 20, 2015**  
**via GoToMeeting**

**Present:** Jill Chase (Waterbury), Janet Clapp (Rutland), Constance Murphy (Deborah Rawson Library, Jericho), Ginger Palmer (Fletcher, Ludlow), Wendy Sharkey (Bennington), Greg Tisher (Royalton)

**Minutes from September 15 meeting:** No changes other than correcting the spelling of Basecamp. Greg made a motion to accept the minutes. Wendy seconded. Approved.

**CLN cataloging handbook:** Janet posted on Basecamp a draft of instructions for batch loading MARC records, like those from vendors. People can comment and edit that document on Basecamp. Constance posted on Basecamp a draft of instructions for fast add cataloging used for circulation and interlibrary loan. Different libraries put different things in the fast add item record, like default prices or “z” in front of the barcode so when the item is sorted on a list it goes to the bottom. It was suggested that the call number should be included for non-interlibrary loans so shelves can be searched if needed. Libraries also have different methods for getting the book to the cataloger after a fast add. Rutland puts a red dot on the cover when checking out so when the item is returned it goes to the cataloger. Bennington’s circ staff puts the item on hold for the cataloger after checking out to the patron. Because the item type indicates it is not for loan, it was agreed to remove “not for loan” from the call number. Constance will edit the draft.

Jill edited Tom’s Catamount cataloging flow chart to clarify that the ISBN is the first thing to search when looking for records, then the title. She added reminders that the Koha 942 field in the bib record needs to be filled in or checked whenever an item is added.

CatExpress and Connexion have changed.

It was suggested that those who have Koha cataloging instructions created for in-house use could adapt them for the CLN handbook and add them to Basecamp. Jill C will work on instructions for using z39.50. Wendy will write instructions for merging records. Constance will write up recognizing a good record and batch item deletion and modification.

The cataloging policies were approved by the management group September 22, 2015. Once items on the CLN handbook topic list on Basecamp are finalized they will be italicized. Jill will change the name of the document “CLN handbook” on Basecamp so it’s easier to tell that it is the list of subjects to be covered in the handbook.

**RDA:** Wendy briefed us on what she’d learned about RDA from Bywater’s town hall on the subject. There will be many changes in Koha 3.20 (1<sup>st</sup> half of next year) and 3.22 (2<sup>nd</sup> half of next year), especially in displays of 300 fields where the item is defined. Other fields will change because of RDA. An RDA workbook was recommended that Wendy is getting at Bennington and she will let us know if it’s good. At this time we can’t convert old records into RDA records in Koha.

**Printing labels:** Wendy has successfully installed a new label printer with which she can print both spine labels and title labels. She offered to help anybody who has questions about printing labels. She has also asked Bywater to include the ability to print the date on title labels so items don't need to be date stamped when processed.

**Merging items within a bib record:** Wendy added in the test server an editable line to the item record for total checkouts. This way if a library has multiple copies but wants to delete some, the library can still keep the number of checkouts of the title by putting the number on the item record for the copy that the library keeps. Wendy had posted this on Basecamp when she put it on the test server and since there were no objections she will make the change in the production server and announce it on Basecamp.

**Adding fields or subfields:** Janet asked how to edit a bib record to show a field or subfield that's not in the template, specifically subfield n in 246. Wendy determined that this is one of many hidden subfields and can be changed to visible. If all possibilities are listed the records would be too long to display in Koha. In the future if a cataloger is regularly looking for a field or subfield to use but it is not visible, ask Wendy as the system administrator.

**Next meeting** will be Tuesday, November 17 at 10:30 via GoToMeeting. Based on the Doodle poll responses, the third Tuesday seems to be the best option, even though less than half the CLN libraries were represented today. Jill will announce meetings on Basecamp and ask people, especially new libraries, to say if they have conflicts with the time. The group will keep trying to find the best time for the most people.