

## Catamount Catalogers Meeting Minutes

June 17, 2014

Fletcher Memorial Library, Ludlow, Vermont

**Present:** Jill Chase (Waterbury), Janet Clapp (Rutland), Jo Coleman (Springfield), Lindsay Grattan, Jill Tofferi, Ginger Palmer (Ludlow), Leslie Markey (Brattleboro), Wendy Sharkey (Bennington)

**Minutes from May 28, 2014 meeting:** No changes other than those already posted on Basecamp.

**Batch item modification:** Jo at Springfield has seen a change in batch modification since the Koha upgrade. The columns run off the screen to the right instead of fitting within the screen so she has to scroll all the way to the right. When tried on the Windows 8 laptop at Ludlow, the columns did not run off the screen but they did when tried on Ludlow's laptop. Jo has experienced the problem intermittently. Jill T suggested Jo write up an email with screenshots of how it should appear and how it does appear then send it to her director so he can put in a ticket.

**Basic cataloging procedures:** We might review our procedures at a future meeting when we have new people present. We all do the same processes that we wrote up several months ago and posted on Basecamp.

**OCLC pricing:** Jill T announced that nothing will be done until the next board meeting. The state may help pay for a couple months so OCLC doesn't run out in June. Directors need to decide what they will pay and it may happen outside CLN. The quote Wendy got of \$5500 is not different pricing, just fewer libraries because Waterbury and Ludlow were removed from the count, leaving four libraries.

**Default framework:** Leslie says we should always use the default framework. Wendy selects a specific framework, like DVD, when she searches using Z39.50 but when she imports it she changes to the default framework. The framework determines the fields that appear and in our Koha the default framework includes the most.

**Deleting empty records:** We agreed to delete records without items attached if we come across them.


**Diacritics:** Leslie handed out a Word document she created on her computer listing the most common diacritics so when she sees a record with the question mark in the black diamond ❖ she can paste in the correct character. Diacritics can also be copied and pasted from the Library of Congress catalog. Leslie recommends copying from the MARC tag in the LC catalog so you don't copy a link. Wendy reports that ❖ prevents the spine label from printing. We don't know if the spine label will print correctly when the diacritic is correct. As far as we know there is no fix in process to prevent further ❖ in future records. If the diacritic is in an author's name, we need to edit both 100 for names, 245 statement of responsibility and any 600 or 700 fields. Leslie has not been editing the copyright symbol because of time constraints. We think the ❖ makes a difference in the searches but more experimentation is necessary to determine whether that is so.

**Holds:** Only use the Holds Queue not the Holds to Pull list. There is no way to cancel a hold once it's in transit. Brooks says if they find an item on the holds queue they send it right away. Waterbury and

Ludlow wait a day before sending because the requesting library's copy might become available. Bennington pulls holds in the afternoon assuming books are coming back in the morning drop and that the requesting library may fill the hold by afternoon.

**"In process" and "On order" records:** We can attach items to records that say "in process" because those are currently being worked on. Adding an item to an "On order" bib record is the individual cataloger's choice based on the quality of the record.

**Deduping:** Leslie demonstrated deduping the way Jess does it. To find duplicate records she does a keyword search in the catalog then sorts the results in alphabetical order by title. In a search results list, checkmark all duplicate titles that have the same information. At the top of the result list is a dropdown beside "Add to." Select the list "to be merged," which should be a private list. A window pops up with the titles, click the "Save" button. The deduping is done in "Lists," which you will see on the main Koha menu or under "More" in Koha if not on the main menu screen. Go to "Your lists" tab to see the private list. Click the list name "To be merged." You can only merge two records at a time, although this limit is being fixed. If you hover the mouse over a title you will see the record number appear at the bottom of the screen. Click the checkboxes of the two records to merge and click the "Merge selected" button at the top of the screen. A list of the two titles with their bib record numbers appears. Click the radio button in front of the one you want to be the source record then click the "Next" button. The source records appear on the left and the destination record on the right. Jess does not have time to compare and edit the records but we can delete or move fields from source records to destination if we want to improve the final record. Just check or uncheck the fields to add or subtract. Jess is trusting that Marcive records (Brooks) are best. Click the "Merge" button at the bottom. You'll see the MARC view of the newly created merged record.

**Subject fields:** To add another subject heading when editing a bib record, or create any duplicate field in the bib record editor, click the icon to the right of the field to repeat the field. The icon looks like two catalog cards: 

**Issues in searching:** Why do the search refinements on the left of the search results in the staff client appear in different order sometimes? Why is our library sometimes not on the search refinements list even when we own it? We have no answers for these questions.

**Home library and current location in OPAC:** Now or soon the OPAC display will change so it will say "owning library."

**Advanced search:** On the dropdown item type list and in the advanced search, item types are listed by type except for books because new books are listed under "New" rather than "Book." We agreed that all book items should start with book so the icons appear together: Book-New, Book-New-Child, Book-New-28 Days. There are two ways to make this happen. We could create new item types starting with Book and simply not use the ones that start with New so over time there will be no books with the old item type and then we could delete it. Our preferred option is a global change of the item type designations. Jill T will ask if we can do a global change of New-Book to Book-New, New-Book-Child to Book-Child-New and New-Book-28 days to Book-New-28 days.

**Color coding:** Another suggestion was to color code children's books' records in the OPAC so kids can easily see in the catalog result list what books are at their level. Wendy will follow up. Jo suggested a

colored background to “materials specified” in checkin. She will talk to her director about whether to put in a ticket to VTLIB who will send it to Bywater if needed.

**Modification log:** In the staff client (if logged in as admin) the “modification log” in a patron record will show everything the patron checked out all the way back to the go-live date even if privacy history is checked. They’re looking into why that happens.

**Inhouse use question:** Janet asked if anybody had a method for tracking in-house use of items. The statistical patron counts in-house use but there is no indication in the item record how many times the item has been used, which would be useful for collection management of non-circulating collections. One option is to create a patron to checkout the items but that requires a few steps since an override is needed for non-circulating and then the items would have to be checked in.

**Removing records with lost items attached:** Wendy asked how to delete a record when it is still checked out to a delinquent patron without losing the fines. To delete the record the item must be checked in, which removes the charge. Ludlow checks the item in, changes the patron to restricted use and makes a note on the patron’s record including the amount charged and the staff member’s initials. The public can’t see the bibliographic record if the item has a lost status.

**Delinquent patrons:** One library calls severely delinquent patrons from a cell phone so the library phone does not appear in caller id. Another library sends a letter from the town attorney.

What if a patron owes money at another library in the consortium? How do you know if it’s same person? The circulation profile doesn’t show patrons outside the home library’s jurisdiction. Waterbury and Ludlow doublecheck registrations so that staff member could have more permissions to see patrons throughout the consortium. If a delinquent patron is identified that person should be referred back to the home library to get the record cleared.

**OPAC view:** The management group has discussed tweaking the OPAC to look like VOKAL’s so we looked at Weathersfield Proctor. On the search results list, instead of listing all owning libraries as in Catamount, there is a link for each title saying, “owned by Weathersfield – Check for availability.”

**Next meeting:** Jill C will send out a Doodle poll regarding the next meeting.