

Catamount Cataloging Group
Minutes DRAFT
July 21, 2015
via GoToMeeting

Present: Jill Chase (Waterbury), Janet Clapp (Rutland), Catherine Goldsmith (Starksboro), Constance Murphy (Deborah Rawson Library, Jericho), Wendy Sharkey (Bennington), Greg Tisher (Royalton), Jill Tofferi (Fletcher, Ludlow)

Minutes from March meeting: A draft of the March minutes is on Basecamp. If you have any suggested corrections to the minutes, please post them on Basecamp.

Welcome to a new member of the cataloging group: Catherine from Starksboro.

942 field: The 942 field is required by Koha in order for searches to function. Jill T had an example in which Springfield had a record for a new book and Ludlow was going to attach an item to that bib record. First, as a Springfield OPAC user, Jill T tried searching for the item but because the 942 in the bib record was blank the item did not appear in the search results. Jill T has encountered many records in the last month in which the 942 field in the bib record is blank. Wendy explained that when Koha searches it looks both at the bib 942 and the item record's item type and pulls up a record if a match is found in either of those fields. When adding individual bib records through Z39.50 it is not possible to add the bib record without the 942 filled in but when adding records as a batch Koha does not alert catalogers to an empty 942. We must all be careful to fill in the 942 field in the bib record.

The bib record 942 field should not include new. This is the procedure that the cataloging group agreed upon: everybody who catalogs and sees "new" in the bib record 942 field needs to change it to a not new type. When adding an item, if the item type automatically fills in as a new item then the bib record 942 needs to be edited. In other words, when we add items if "book-new" or any other "new" variation appears in the item type field, or if nothing appears there, we need to edit the bib record to the appropriate not new choice such as "book" or

“book-child” or “video.” There is a fuzzy line about whether an item will be marked in the 942 as child or not and that will depend on the library adding the bib record to the catalog.

Deduping report from Jess: Jess posted a deduping report on Basecamp. She had asked about cataloging inconsistencies that she comes across, such as kits (books and CD's). This led to a discussion about kits, which are not home items only – they can be circulated among consortium libraries. Wendy catalogs a lot of kits in miscellaneous so they stay in Bennington since miscellaneous is a home library only item type. There was the question of what a “kit” is and what “book set” is. Some libraries use collection code “kit” to identify backpacks of goodies and some to identify a CD/book combination. Jill T asked if we can get board approval for “kit” collection code being limited to home library use only. Jill C will ask on Basecamp for feedback from catalogers.

Deduping media: It was agreed Jess should stick to deduping books and no other materials because of local practices. Some libraries split DVD and Blu-ray combo packs, for instance. Jess is using Marcive records when available although those records don't always meet RDA requirements.

Dedup guidelines - for anyone working on this: Constance would like to help dedup. Wendy says anybody can use report #139 to find potential matches. The records are not always actual matches because the report goes by title and therefore considers large type and regular print editions as potential matches. Anyone deduping should carefully examine both catalog records and then if they are identical, merge them. Jess works on that report, starting from the beginning so others who use it may want to start at the end.

How not to create an empty record: Wendy got Bywater to delete all the empty records but some are still getting into the catalog. Wendy found that when importing a record using Z39.50, the Save button at the top of the screen has three options: “Save and view record;” “Save and edit items” which will take you to the item screen; and “Save and continue editing.” Do not use

the third option to “Save and continue editing” because that creates a second record. If you want to edit the record after saving, click “Save” then go to “edit record” under the normal tab rather than using “Save and continue editing.”

Z39.50 and the reservoir: Some libraries have been told not to touch reservoir records but others add them to the catalog. Could empty records be created somehow when reservoir records are used? Or are empty records created if people are not deleting imported vendor records when they choose to use an existing bib record instead of the vendor record? Wendy said she will investigate the reservoir. Because there has been a minor trickle of empty records since the latest migration we should all be careful that we are not creating empty records.

How to see what we own when it is loaned to another library: Constance showed the example of a search for *Watership Down*. On the client search results page it looks like Brooks owns two copies but once the title is clicked to open the record it is clear that one copy is owned by Deborah Rawson. When searching the OPAC for *Watership Down* as a Deborah Rawson patron, the OPAC says both copies belong to Brooks and it appears Deborah Rawson does not own the book. The OPAC should show the owning library as well as the current location. Staff can tell by barcode numbers if an item belongs to their library but patrons can't. Patrons trying to use the OPAC to help themselves get frustrated because the OPAC is not clear whether or not the patron's library owns the book. Also, it is time consuming in the staff client to have to click every edition of a title in a search results list to find items belonging to our own library. It would be helpful to see on the search results screen who owns the item. Constance will submit a Catamount support ticket so Wendy can talk to Bywater and see what can be done about this.

Cover images in staff client: Has anybody seen them there before? Nobody remembers them.

Message in OPAC: Loans group had discussed putting a message on the OPAC reminding patrons when placing holds that it does cost the library to ship holds so think carefully about placing a hold. Loans group will revisit this idea since some libraries would like to implement it.

Incoming libraries: Guilford will be coming online in September. They're adding records right to the Catamount catalog so there will be no migration. They have already received cataloging training but still need Koha training for everything else. Janet and Deb (Rutland) trained West Rutland to add items and patrons so West Rutland is currently adding items to the Catamount catalog.

Z39.50 order: The order of libraries in the Z39.50 search box has been changed so Seattle is no longer near the top of the list. Koha changed it.

Regular meeting schedule: Because of logistics, Tuesday and Thursdays work best for Jill C, who currently serves as the cataloging group moderator. The third Tuesday of the month at 10:00 in the morning was proposed as a regular schedule. Jill C will post on Basecamp to see if that works for those not present at today's meeting. If we want to meet in person it should be for a full day rather than two hours so it would need to be planned out.

Deborah Rawson collection codes: Constance still lacks collection codes. Wendy says they may be available but she just doesn't have access so Wendy explained how to find the list of collection codes that are available globally. If Constance sees a code on that list she is not authorized to use then she should tell Wendy. There was discussion of collection codes and their purpose. Some libraries use collection codes in combination with shelving location in order to best identify something. For example, location "children's room" and collection code "biography" indicates a children's biography. Call numbers can be used to fine tune things, such as using the call number E BIO for picture book biographies and J BIO for children's chapter book biographies. Circ stat reports show collection code and shelving location but not call numbers. Jill T says there's a call number report, in reports under the Fletcher tab look for #372. Wendy reminded everyone that we can request reports if we need a certain one.

Report of items on loan: A report of titles on loan to other libraries can be found under general reports #69.

Next meeting is scheduled for Tuesday, August 18, 2015 at 10:00 a.m. via GoToMeeting.