

## Catamount Catalogers Meeting Minutes

July 29, 2014

**Online meeting**

**Present:** Jill Chase (Waterbury), Janet Clapp, June Osowski (Rutland), Jo Coleman (Springfield), Tom McMurdo (VTLIB), Wendy Sharkey (Bennington), Jill Tofferi (Ludlow)

**Minutes from June meeting:** No corrections.

**Batch delete review:** Maybe once new libraries join us we can go over the procedures for batch delete.

**Deduping update:** Jess posted a summary on Basecamp regarding the dedup process. She is merging an average 20 records/hour. Her contract was only for threemonths, to end in August. We would like her to do more hours if possible. If there is money for more hours than Jess can do, there is another person interested who could be hired. There was mention of whether pay should be per item rather than hourly. Tom reports that there are approximately 72,000 duplicate records and that number will grow. At Jess's current rate of pay and speed the cost is 92.5 cents per record. At that cost, this is not a long term solution. Nick Clemens of the VOKAL Implementation Team is working with Bywater so deduping can be done. It would then be free to us but we need to wait for it. It is a selling point for us that we are deduping. The catalogers agreed to request that the board approve at their next meeting a three-month extension of Jess's contract with more hours if possible, with the expectation that we will keep renewing but this cannot be the only method for solving dedups. Jess had pointed out that some records are incomplete so she cannot merge them. Maybe we could each do more at our own libraries to fix incomplete records. Nobody knows of a report we can use to determine which records need attention.

**Written procedures for Catamount cataloging:** Tom posted on Basecamp a draft of Catamount cataloging policies dated 02/07/2013 with some comments already made. Catalogers will take a look at it, discuss on Basecamp and then discuss at the next meeting. The next library to go live is Morristown, which will be training on Aug. 20-22, with cataloging training happening on Aug. 21.

**Fast Add cataloging:** There had been a problem with Fast Add so Bywater made changes that created huge problems. Fast Add is fixed and those at the meeting who use it are experiencing no problems with it now.

**Clearing reservoir:** Rutland requested that the reservoir be cleared by cron job quarterly instead of monthly. Tom will check the settings to see if that is possible.

**Cataloging documents:** Waterbury needs to catalog some documents and make them available through the catalog. It was suggested the documents be put on the library website rather than through catalog or a folder of documents be cataloged.

**Other business:** Upcoming migrations: Morristown goes live September 15. Deborah Rawson (Jericho - Underhill) goes live October 20. Bristol goes live December 8. Royalton goes live January 12, 2015. Training is approximately one month before go live. Jill C will contact each library before they go live. Wendy suggested that supercatalogers from new libraries attend meetings before going live. They can

also use Basecamp as a forum for questions. Tom invited any of us who would like to attend Tom's training to be there as peer support. Since we use Koha every day we might have more granular information that could help the new libraries. Jill T said it would have been helpful to have an experienced Koha person available when Ludlow and Rutland went live. There was discussion about how it might be useful for new Koha libraries if we can be present to provide support as they go live.

**August meeting:** We will go over the Catamount cataloging policy. Post on Basecamp any dates that are not workable and Jill C will do a Doodle poll to set the date. As a support group we are not sure if we are subject to the new open meeting law. Jill C will ask the board.