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**Catamount Cataloging Group**
**Minutes DRAFT**
**September 15, 2015**
**via GoToMeeting**

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**Present:** Jill Chase (Waterbury), Janet Clapp (Rutland), Catherine Goldsmith (Starksboro), Mary Lemieux (Morristown), Constance Murphy (Deborah Rawson Library, Jericho), Wendy Sharkey (Bennington), Greg Tisher (Royalton)

**Guilford** went live yesterday and is open to the public today. Their records will now appear in the public catalog but holds cannot be placed on their materials for a week.

**Minutes from August 18, 2015 meeting:** Jill C made a motion to accept the minutes. Greg seconded. Approved.

**CLN Handbook:** Jill C put the CLN handbook files on Basecamp under the label "CLN Handbook." Wendy will compare the documents and delete older versions.

We looked at the topics for the CLN Cataloging Handbook. Based on our discussion, Wendy tweaked the "CLN Handbook" document on Basecamp that will serve as a table of contents for the handbook. "Recognizing a good record" is addressed in the policy, section 2 "record quality." The training documents under the "training" label on Basecamp may go into more detail about good records. Some of the training document information can be put into the handbook, which will have the general Catamount cataloging policy followed by specific procedures.

Jill C volunteered to write the flow chart for adding holdings. Wendy volunteered to write instructions for merging records since she has demonstrated it a few times.  Everyone should look at the topics then volunteer on Basecamp to write up procedures for subjects that they are knowledgeable about. For example, a cataloger who doesn't do Fast Add may not be the most effective person to write those procedures. Constance offered to write up Fast Add procedures. Wendy said the Loans group has a Fast Add document on Bassecamp so she'll post it to the Cataloging group and we can see how well that fills our needs. Janet volunteered to write the procedures for batch loading records. Catherine volunteered to work on "recognizing a good record" and will ask the head of the VOKAL cataloger group for a copy of their handbook that may be helpful to us.

Any of us who write instructions for in-house use should consider adapting them for general use and posting them on Basecamp.

**Merging bib records:** Wendy demonstrated how to do this. If you have the book in hand when merging records, it's a good idea to add the 13-digit ISBN to the destination/final record.

**Report of circulation statistics for deleted items:** Catherine catalogs school library books to circulate for the summer and asked if the circ stats are lost once she deletes those records in the fall. Wendy said circ information is attached to the item so when the item goes away so do the circ stats. Wendy suggested creating a report before deleting the items but this means that Catherine can't in future go back and run a report for a certain time period that would include those circ stats. Wendy had discovered that her monthly reports didn't equal her end of year report so Bywater did fix the end of year report to include the circ stats of deleted items. Wendy pointed out that reports cut at midnight so when doing monthly reports use the date range from the 1$^{st}$ to the 1$^{st}$ to avoid excluding the last day of the month.

**Next meeting:** Nobody has commented about meeting regularly on the third Tuesday but a couple of our newer libraries may not be able to attend on Tuesdays. Jill C will put the question out on Basecamp again. Our next meeting is tentatively scheduled for Tuesday, October 20.