

Catamount Cataloging Group
Minutes DRAFT
September 20, 2016
GoToMeeting

Attendees: Jill Chase (Waterbury), Janet Clapp (Rutland), Leslie Markey (Brooks, Brattleboro), Constance Murphy (Deborah Rawson, Jericho), June Osowski (Rutland), Wendy Sharkey (Bennington)

Minutes. Constance made a motion to accept the July meeting minutes. Approved.

Handbook. Wendy has been putting together a manual for the Catamount network. It includes information on loans, cataloging, etc. Once she has compiled all the cataloging information into electronic form she will share it. At that point we can reexamine what still needs to be done for our handbook. Constance asked about formatting and level of detail for handbook documents. Should we include screenshots? If we write about a topic but only use some aspects, should we try to provide instruction for tasks we are not familiar with? For example, she has written a document about batch item modification but has never uploaded a barcode list to do it. Wendy suggested we just type up what we know and post the draft on Basecamp. Jill C said all catalogers should read and comment on shared documents.

Deduping. Send your monthly merging stats to Jill C at any time and she will add them to the Excel spreadsheet. Remember that we are counting how many individual records we started with before merging.

Next meeting. We decided to skip the October meeting. The next meeting will be Tuesday, November 15th at 10:30. Meanwhile continue posting any cataloging issues on Basecamp.