

Catamount Cataloging Group  
Minutes  
December 9, 2014  
via GoToMeeting

**Present:** Jill Chase (Waterbury), Janet Clapp (Rutland), Jo Coleman (Springfield), Mary Lemieux (Morrisville), Leslie Markey (Brattleboro), Tom McMurdo (VTLIB), Constance Murphy (Deborah Rawson Library, Jericho), Wendy Sharkey (Bennington), Greg Tisher (Royalton), Jill Tofferi (Fletcher, Ludlow)

**Duplicates from Deborah Rawson's migration:** Of the 89 records on the list Tom sent out, 21 were Deborah Rawson records and have been fixed. The rest of the records were other libraries. Constance will send the list to Tom and he will try to figure out the problem.

**Royalton's migration:** Royalton migrated yesterday and today is the first open day. Other than an issue with patron editing that has been fixed, all went smoothly.

**Minutes from October:** No changes were made. Jill T made a motion to approve the minutes and Jill C seconded. Approved unanimously.

**Basecamp:** Tom suggested that in Basecamp we put our personal names before our library name because in some sections of Basecamp it cuts off after a number of characters. So in our profile in Basecamp we should have name, library, and role. Example: Jill Tofferi, Fletcher Memorial, director. Jill T suggested sharing this information with all the Basecamp groups in Catamount so everyone does it the same way.

**Training:** Training in Royalton went well. There was a lot of information covered. As a result of attending the training Janet suggested that it might be helpful to have information available for incoming libraries regarding possible choices. For instance, incoming libraries may choose not to use the serials module. Since periodical item types are not loaned throughout the consortium, libraries may follow their own local procedures. Some Catamount libraries use the serials module (Rutland, Brooks, Springfield), some add issues by using the add item function, and some use a paper system. Interlibrary loan is also done differently by different Catamount libraries. Some use fast add, some use a paper system.

It was suggested that since there is a large amount of material to cover when training new libraries perhaps some topics could be postponed, such as serials for those new libraries that choose to use it. The cataloger training a new library would need to talk to the director about how they want to use serials. Jill C said that we could have written pros and cons of using the serials module and possible alternatives. Jess had posted instructions for the serials module on Basecamp on September 20, 2013. Tom suggested that we need to pull nuggets like that together in the handbook. Leslie said any library wanting to use serials should consult with one of the library that does. She said one advantage to using the serials module is that you can track issues to see if an issue hasn't arrived.

**Update on new libraries:** Royalton came online yesterday. Starksboro will be coming online mid-January, which means their records will be unshadowed. Jill C is Starksboro's contact in the cataloging group. Next year will be Williamstown and potentially West Rutland and Guilford. The latter two will be automating with Koha rather than migrating from another ILS. The director of Randolph has a standalone Koha library but is considering joining Catamount.

**Policies and procedures:** We discussed these at the October meeting and now we need to create a handbook/manual. Wendy made a motion to send the policy to the management group. Jill T seconded. The motion passed unanimously. Wendy will send it to the management group.

We discussed the topics to include in the handbook. Wendy edited and posted to Basecamp the updated list. In January meeting we'll talk about how to create the handbook. Should different catalogers write up different topics and post for all to review?

There was discussion of how libraries with CatExpress should handle items for which they can't find records. Tom tells them to set the item aside and keep checking because usually somebody else will create a record. If there still isn't a record he suggests they add the record using the Koha interface but that isn't covered in training. Not all libraries have trained catalogers. In the long term we may need to consider centralized cataloging or consider how to handle this issue as more libraries come aboard. Jo suggested saving those items for a live meeting and we can work together to create the record. Tom suggested the handbook include instruction on creating a brief record and how to fill in the few required fields then bring the item to meeting to make a full record.

**Deduping:** Tom said that Nick demonstrated a deduplication script that helps with an automating library. Nick will keep working with Bywater to come up with a script that allows for lots of human intervention. For example dvds could be left out of a deduplication process because of the varying local practices in Catamount regarding dvd sets. Once there is a finished product it can be vetted by the cataloging group and then the board would determine payment for the script. Nick should also be paid for training Jess to use whatever deduping script he comes up with for Catamount. Even running a deduplication script there will be lots of deduplication work for Jess.