

**Catamount Library Network  
Cataloging Meeting Minutes  
06/11/2024**

**Attendees:**

Jill Tofferi (Fletcher Memorial), Karson Kiesinger (Bennington Free), Carrie Gutbier (Manchester Community), Susan Alan Craig (John G. McCullough), Janet Clapp (Rutland Free), Mary Limieux (Morristown Centennial), Holly Hall (Deborah Rawson Memorial), Michelle Willey (Waterbury Public), Pat Meulemans (Winhall Memorial), Tracy Ombreski (Springfield Town), Stephen Niles (Dorset Village)

**Called to Order:** 9:05 am *recording started*

**Old Business:**

Janet went over what is now required for each record going forward (do NOT change existing records if there are multiple libraries attached).

ISBN - 978's should have 13 & 10 digit codes 020 field, 979's only have the 13 digits

Target Audience - 008 field, make sure correct audience type is selected

Page Numbers - include roman numerals if indicated on pages

Example 300 Extent - XIII, 276 pages

Subject Headings 650/655 fields - remove French language headings

Empty records -

Importing can lead to empty records occurring. When importing vendor records follow Koha documentation. You can always double check by scanning ISBN to show any records.

**New Business:**

ISBN's -

There was much discussion about whether or not to attach hardcovers and paperbacks to the same record if the information is the same. Right now there is no way for a patron to tell in Aspen one way or another. If the q subfield is entered under the 020 ISBN field then library staff can tell in Koha. Jill is working with Bywater to get them to pull 020/q into Aspen, she will keep us updated on the progress. Currently staff has the permission to put item level holds on specific copies if it fulfills a patrons needs, paperback vs hardcover etc. Pat suggested using the notes section when placing a hold, unfortunately that does not show up on the loaning library's display.

It was then discussed that we should only have one item type per record going forward. This means that if you are importing or the only item on that record you can delete the other ISBN's that may be filled in. [Catalogers may add the missing 10 or 13 digit ISBN even if other libraries are attached.](#) Be sure to fill out all fields and subfields outlined in Janet's reminder in Old Business, [including adding subfield q in 020's \(hardcover\)/\(paperback\).](#)

A good example of why we should do this is the title "Ghost Roast", the hardcover has one author first while the paperback lists the second author first.

A vote took place at this time to put the above into action, Janet made the motion, Mary seconded. The vote passed.

There has been an issue within the Z39.50 searches due to a hack of Seattle Library's database. Karson is going to check with Wendy Sharkey to see about changing our search targets since a few of the current ones seem to never help.

Maria H. asked about Biblio+ and its integration into Aspen. Unfortunately she was not present, so we could not clarify. The discussion was shelved until the next meeting.

**Reminders:**

Always double check the record before attaching your item.

Correct number of pages - last numbered page is the page count

When in doubt, the ? symbol, next to the field will bring up the OCLC webpage for that particular field to help you.

Double check punctuation, again use the ? link to help

**Next Meeting:** Tuesday August 20th @ 9am.

**Meeting adjourned:** 10:15 am

Notes taken and submitted by Stephen Niles

**Updates in blue**