



**Catalog and Metadata Management Meeting**

**Wednesday, February 12, 2020**

**9:30 am**

**Zion-Benton Public Library**

- I. Call to Order (less than 2 minutes)
- II. Additions or changes to the agenda? (less than 2 minutes)
- III. Introductions of new attendees (less than 5 minutes)
- IV. Introduction of Rachel Fischer – Member Services Librarian-TS (5 minutes)
- V. Approval of minutes of the November 13, 2019 meeting (5 minutes)
- VI. Business (50 minutes)
  - a. Reminder: Audience level in bib records needs to be filled in ([http://www.ccslib.org/Catalogers/index.php/Target\\_audience](http://www.ccslib.org/Catalogers/index.php/Target_audience))
  - b. TOMs for Playaway Wonderbooks (Discussion & SCRAP decision)
  - c. How to get help; consortia decision-making processes (Debra-CCS)
  - d. Review of issue designations for serials (Rachel-CCS) ([http://www.ccslib.org/Catalogers/index.php/Call\\_number\\_analytics\\_for\\_periodicals](http://www.ccslib.org/Catalogers/index.php/Call_number_analytics_for_periodicals))
  - e. OCLC holdings reclamation (Debra-CSS)
  - f. Review of cataloging foreign language materials (Rachel-CCS) ([http://www.ccslib.org/Catalogers/index.php/Children%27s\\_subject\\_headings](http://www.ccslib.org/Catalogers/index.php/Children%27s_subject_headings)) ([http://www.ccslib.org/Catalogers/index.php/Foreign\\_language\\_materials](http://www.ccslib.org/Catalogers/index.php/Foreign_language_materials))
  - g. "Library of Things" cataloging practices (Debra-CCS)
- VII. CCS Staff Reports (40 minutes)
  - a. Debra
  - b. Kathleen
    - i. Update
    - ii. User Testing Full Display
      - 1. Presentation of heat maps showcasing how patrons are interacting with the Fremont PAC home page, search results, and full display
      - 2. Explanation of test plan for Full Display focus group
      - 3. Is your library interested in serving as a test site? Contact [kweiss@ccslib.org](mailto:kweiss@ccslib.org)
  - c. Virginia
- VIII. Committee Reports (15 minutes)

- a. SCRAP (Debra – CCS)
  - b. Database Management Committee (Debra – CCS)
  - c. PAS (Debra – CCS)
- IX. Continuing Education (20 minutes)
  - a. Training – volume vs suffix (Debra – CCS)
  - b. Training – Web reports and SQL scripts (Debra – CCS, John - DPK)
- X. Open Discussion (10 minutes)
- XI. Next meeting
  - a. May 13, 2020 at Algonquin Area Public Library District
- XII. Adjournment

\*All matters on the agenda may be discussed, amended, or acted upon\*