

# Minutes of CCS Catalog and Metadata Management Technical Group

## Zoom meeting

Wednesday, November 11, 2020 9:30 A.M.

### Call to order

Chair King called the meeting to order at 9:32 A.M.

### Approval of previous minutes

The minutes of the August 12, 2020 meeting were approved as written.

### Chair's report

Ross Shanley-Roberts had to step down as secretary for CAMM. Shao-Chen Lin from Lincolnwood has volunteered to be our secretary for the remainder of the term.

### Reports of CCS Staff

**Rachel** reviewed her PowerPoint presentation:

<http://www.ccslib.org/documents/resources/camm-technical-group/1612-camm-meeting-11-11-20-staff-update-from-r-fischer/file>. She provided an update on the post-migration catalog cleanup 690s added during the Palatine/Grayslake migration. Some records have been found that were missing 830s but had 490s. The 830 field is required. Virginia can assist with the creation of new authorized headings. SCRAP has been reviewing the Catalog Wiki and updating it. Changes to the Catalog Wiki were detailed in the SCRAP minutes from Oct. 14<sup>th</sup> and Nov. 5<sup>th</sup>. SCRAP discussed Palatine's request to be allowed to catalog forthcoming titles and approved the recommendation.

**Discussion item:** SCRAP posed the question to the attendees to see if any libraries still catalog LeapFrog kits to gauge if the Catalog Wiki page is still necessary. None of the attendees catalog LeapFrog kits.

**ACTION item:** SCRAP asked CAMM to vote on the approval of the recommendation to supply "[Book + Audio]" in the 250 field for Vox/Wonderbooks. An anonymous poll was held in lieu of a voice vote. The recommendation was approved.

**Virginia** reported that The RDA beta Toolkit will be launched as the new RDA Toolkit on December 15, 2020. However, this is NOT the PCC implementation date for the new RDA. The implementation date for the PCC will NOT begin before July 2022. Please feel free to use the new RDA (which will then be available from [access.rdatoolkit.org](http://access.rdatoolkit.org)) for training and study but continue to use the original toolkit for PCC cataloging. 8XX (authorized heading for the series title) is required when there is a 490 in the records. Virginia can create the authorized heading. Contact [help@ccslib.org](mailto:help@ccslib.org) if the authorized heading doesn't exist yet.

**Debra** reviewed her PowerPoint presentation:

<http://www.ccslib.org/documents/resources/camm-technical-group/1613-camm-meeting-11-11-20-staff-update-from-d-wisشمeyer/file>.

She reported that CCS Website redesign and proposal deadline is 12/11 and Website will launch in the summer of 2021. CCS currently plans to upgrade to both 6.6 and 6.7 Q1 2021. 6.6 features include Serials check in – Leap and posting print notices in Leap. She explained Forthcoming title records and showed samples of Palatine Library Workflow.

Discussion: There was a lengthy discussion of pros and cons of Forthcoming title records and how it would impact libraries' workflows. It will be discussed further at the next DBM meeting.

## Business

**Lynne Rubio** (Des Plaines) presented on LCGFT heading “Novels of manners” and local heading “Regency fiction” Lynne presented on the difference between these two headings and how both can be used in records. Slides for this presentation are at: <http://www.ccslib.org/documents/resources/camm-technical-group/1614-regency-fiction-and-novels-of-manners-presentation-by-lynne-rubio/file>.

**Rachel** gave an overview of vendor cataloging workflow. The presentation explained what vendor cataloged records are, what the vendor's workflow is, and explained how quality control is managed.

Slides for this presentation are at: <http://www.ccslib.org/documents/resources/camm-technical-group/1612-camm-meeting-11-11-20-staff-update-from-r-fischer/file>.

**Rachel** presented encoding levels and import profile settings. Rachel explained how the import profile settings work that reject incoming records of equal value. If a record does not have an I or blank encoding level, it could be overlaid by an incoming record Rachel created a draft for a Catalog Wiki page that explains the best practice for encoding levels of bibliographic records ([http://www.ccslib.org/Catalogers/index.php/Encoding\\_Level\\_Guidelines](http://www.ccslib.org/Catalogers/index.php/Encoding_Level_Guidelines)). Slides for this presentation are at: <http://www.ccslib.org/documents/resources/camm-technical-group/1612-camm-meeting-11-11-20-staff-update-from-r-fischer/file>.

**Discussion:** Some libraries felt that they didn't have manpower to change each bibliographical record. The local practices macro can be revised to change the encoding level. Brad Peterson (Cary) reported that he has been changing the encoding level and has found it easy to do. He has not found any other records getting overlaid by vendor records. A guideline will be followed in the future.

**Rachel** reviewed criteria used for setting OCLC holdings with SWAN's Project OHM. Slides for this presentation are at: <http://www.ccslib.org/documents/resources/camm-technical-group/1612-camm-meeting-11-11-20-staff-update-from-r-fischer/file>.

J. King (Niles-Maine) will email record sets to the Cats list that libraries can use to check their records that have an OCLC number but also a 945 with “OCLC DO NOT SET”.

**Jamie King** (Niles-Maine) led a discussion on the current practice of coding non-magazine serials as monographs in the leader so Polaris will allow volume-level holds instead of item-level. While this workaround does solve the item-level hold issue, it affects how the titles display in PAC and Leap, possibly hampering searching. It was suggested the topic be brought to PAS for feedback and then to SCRAP.

## Announcements

Kathy Milfajt introduced McHenry Public Library's new Lead Cataloger: Shirley Roitberg. Gayle Justman of Wilmette Public Library announced her retirement. The CAMM group congratulated her and thanked her many years of contribution to the group.

## Adjournment

The meeting was adjourned at 11:27 A.M.

## Addenda

November 11, 2020 CAMM meeting is now on YouTube: <https://youtu.be/k9Iaj8trXE0>.

**Next meeting: February 10, 2021, Zoom meeting**

## Attendance

<b>Library:</b>	<b>Attendees:</b>
Algonquin	Lori Sutherland
Cary	Brad Peterson, Linda Conn
CCS	Virginia Seward, Rachel Fischer, Debra Wischmeyer
Des Plaines	John Lavalie, Lynne Rubio
Ela	Tanvee Mahadik
Evanston	Marlene Meyer
Fox River Valley	Karin Nelson
Fremont	Bella Gurevich
Glencoe	Becky Halcli
Glenview	Teri Room, Michael Gail, Iga Lassota
Grayslake	Kelly Webster, Tammy Skwierczynski
Highland Park	Kris Harrison
Huntley	Jo Smolzer, Calah Goehring
Indian Trails	Richard A. Stewart, Sandy DeSio
Lake Forest	Lynn Krambeer, Amy Begoun
Lake Villa	Vicki Roberts, Anita Santoro
Lincolnwood	Shao-Chen Lin
McHenry	Kathy Milfajt, Shirley Roitberg
Morton Grove	Sue Heidkamp
Niles-Maine	Jamie King, David Melis
Northbrook	Lori Schlernitzauer, Judy Haynes, Sara Scodius
Palatine	Kristi Napolitano, Lay Diep, Violet Jaffe
Park Ridge	Kellie Green, Gretchen Kottkamp, Lauren Bochat
Prospect Heights	Jan May
Round Lake	Penny McMahan
Wilmette	Gayle Justman, Jessica Thomson

Winnetka-Northfield	Stephanie Girardi
Zion-Benton	Kim Nevins