

Minutes of the Catalog and Metadata Management Meeting
Wednesday, February 12, 2020, 9:34 am-11:57 am
Zion-Benton Public Library

Attendees: See attached list of libraries

Mollie Brumbaugh announced that a tour would be given after the meeting for anyone interested.

Reminder for attendees to RSVP.

Introduction of new attendee, Jan Davis, Grayslake.

Introduction of new Member Services Librarian – Technical Services, Rachel Fischer. Rachel asked for volunteers for library visits and the call number split project.

A motion was made, seconded, and passed on voice vote to approve the minutes as corrected from the November 13, 2019 meeting.

Business:

1. Reminder: Audience level in bib records needs to be filled in.

Virginia will be checking every couple of months and fixing records as needed.

2. TOMs for Playaway Wonderbooks and VOX Books.

Rachel asked for consistent suggestions for standardizing 006, 008 and 264 fields. Will send back to SCRAP for more discussion. If you are unsure about a TOM send in a help desk ticket.

http://www.ccslib.org/Catalogers/index.php/Wonderbooks_and_VOX_Books

3. How to get help; consortia decision-making processes

Debra Power Point.

4. Review of issue designations for serials

Discussion: Inconsistency in serials call numbers is affecting holds. CCS is checking for consistency, but also asks for staff to review procedures. Recommended for libraries to

use serials module. Debra will be adding Serials training for those not using serials module. Serials module will be added to LEAP within the next 12-15 months.

http://www.ccslib.org/Catalogers/index.php/Call_number_analytics_for_periodicals

5. OCLC holdings reclamation

Currently, CCS is using TMQ Osmosis for uploading and maintaining records in OCLC. In July 2020, TMQ will be no more, but SWAN is working on creating a new product to take its place. As of right now CCS does not have any plans for a reclamation project.

6. Review of cataloging foreign language materials

Rachel reviewed the CCS Catalogers Wiki on subject headings and foreign language materials. Reminder not to use the Spanish language materials subject heading. CCS plans to remove these subject headings from the records. Reminder that only records with the 040 \$b for English should be used.

http://www.ccslib.org/Catalogers/index.php/Children%27s_subject_headings

http://www.ccslib.org/Catalogers/index.php/Foreign_language_materials

7. "Library of Things" cataloging practices

Rachel asked for suggestions/ideas for updating Library of things wiki page. To avoid confusion with other libraries' items some add their library name to the title of the item. One library created a dashboard with commonly asked for items on the PAC. Debra asked what would be helpful for staff to find these items in the catalog. Would the stat code be useful?

http://www.ccslib.org/Catalogers/index.php/Library_of_Things

CCS Staff Reports:

Debra:

- Announced that Grayslake will be the 28th library in CCS. Palatine and Grayslake will both be added over Labor Day weekend.

Kathleen

- Reviewed Power Point.

Virginia:

- Duplicate GN records have been added to the test server to assist with User Testing. My hero academia. Please ignore.

Committee Reports:

SCRAP (Debra)

- Debra reviewed the SCRAP minutes.
- No Playaway TOM in Polaris 6.4 update.

DATABASE MANAGEMENT COMMITTEE (DMC) (Debra)

- CCS is going to wait for Polaris 6.5 update in April/May 2020.
- CCS News survey of holds policies for libraries will be present for more responses.

PAS (Kathleen)

- Reviewed PAS minutes.
- Macmillan eBook embargo. ELA is using eBook promo to inform patrons that only 1 eBook is available.
- Discussed “undocumented immigrants.”

CONTINUING EDUCATION:

Training: Debra demonstrated volume vs. suffix. Power Point.

Training: Debra and John demonstrated Web Reports and SQL scripts.

- Web Reports Bibs with and without volumes report
- Open help desk ticket if you would like a new SQL script made.

OPEN DISCUSSION:

Question: Do other library staff have permission to remove another library’s serials holding records?

Response: Please ask for permission before deleting or inform other libraries that the serials holding record needs to be removed.

Reminder: The 532 field is not validated from OCLC.

Question: Where are all these duplicate ISBN’s coming from?

Response: Some Acquisition’s importing duplicates please delete.

Reminder: When entering Preliminary Data records (PDRs) in the database, be sure to follow the standard practice of adding 099 PRELIMINARY DATA or VENDOR PRELIMINARY DATA RECORD as

outlined in the Cataloger's wiki, http://www.ccslib.org/Catalogers/index.php/Preliminary_data_record.
Alternative fields and/or text, such as 090 ON ORDER, should not be used.

NEXT MEETING: Wednesday, May 13, 2020 at Algonquin.

ADJOURNMENT: A motion was made, seconded, and passed on voice vote to adjourn the meeting at 11:57 am.

ATTENDANCE:

Algonquin	Lori Sutherland
Cary	Linda Conn, Brad Peterson
Crystal Lake	Penny Ramirez
Des Plaines	Lynne Rubio, John Lavalie
Ela	Brian Christensen
Evanston	Marlene Meyer
Fox River Valley	<i>No attendee</i>
Fremont	<i>No attendee</i>
Glencoe	Becky Halcli
Glenview	Teri Room, Iga Lassote, Michael Gail
Grayslake	Jan Davis
Highland Park	<i>No attendee</i>
Huntley	Calah Goehring, Karyn Petersen
Indian Trails	John Galdun, Sandy Desio, Richard Stewart
Lake Forest	Lynn Krambeer
Lake Villa	Vicki Roberts, Anita Santoro
Lincolnwood	<i>No attendee</i>
McHenry	<i>No attendee</i>
Morton Grove	Helga Scherer
Niles	Jamie King, David Melis
Northbrook	Sara Scodius, Judy Haynes, Sarah Kaminski, Barb Mayer
Park Ridge	Grechen Kottkamp, Lauren Bochat, Kellie Green
Prospect Heights	Kimberly Last
Round Lake	Penny McMahon, Sara Grimm
Wilmette	Gayle Justman, Jessica Thomson
Winnetka	<i>No attendee</i>
Zion-Benton	Kim Nevins, Mollie Brumbaugh
CCS	Debra Wischmeyer, Virginia Seward, Rachel Fischer, Kathleen Weiss