

Minutes of CCS Catalog and Metadata Management Technical Group

Zoom meeting
Wednesday, February 10, 2021 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 November 11, 2020 meeting were approved as written.

Reports of CCS Staff

Rachel reviewed her PowerPoint presentation:

<http://www.ccslib.org/documents/resources/camm-technical-group/1649-camm-meeting-2-10-21-staff-update-from-r-fischer/file>

Rachel gave a brief review of cataloging statistics from 2020. COVID-19 had clearly taken its toll on acquisitions and cataloging.

She reported that Database Management discussed forthcoming title records during the November and December meetings and the motion to allow forthcoming title records did not pass. She provided an update from PAS and CIRC/ILL groups on coding serials as monographs. Both PAS and CIRC/ILL Advisory groups wanted to change the catalog as little as possible. There had been no complaints about the serials coded as monographs, and they did not want to change this practice. She also gave an update on the New RDA Toolkit Documentation. The LC-PCC policy statements will not be finalized until 2022. CCS will not require the adoption of the new toolkit until the policy statements are available. She reminded the group that Midwest Tape Binge Box product ID numbers of on order records should be in the 037 and should not be in the 024 field.

SCRAP discussed several cataloging policies at the last meeting and decided to accept them as they were. These included the literary format, not requiring additional tags in vendor cataloged records, not requiring final records to be changed to a full encoding level, continuing to code certain serials as monographs, and how the 240 is used.

ACTION item: Approved recommendation to eliminate local practice of explicitly requiring the 024 field for video game platform numbers.

Virginia reported that new subject heading *Nail polish* was added to 8 bibliographic records. RBDigital records were migrated over to the Overdrive platform earlier this month. Overdrive is now loading e-magazines into our system. They will be loading all Zinio titles, so you may get access to more titles than previously. She also loaded over 8400 Kanopy bib. records that we hadn't loaded in over 2 years.

Virginia's presentation slides:

<http://www.ccslib.org/documents/resources/camm-technical-group/1650-camm-meeting-2-10-21-staff-update-from-v-seward/file>

Business

Rachel gave an overview of Cataloging reminders. Please review the correct and incorrect forms for [Children's Subject Headings](#) in the Catalog Wiki. Periodically, reports came in with the 099 field missing from on order records. Please review the [on-order record standards](#) with your staff who may be hand keying the records or importing them from OCLC. Please review the list in the catalog wiki for the [856 fields](#) that need to be deleted and review the guidelines for [753 field](#). Please review the [Anime](#) page in the Catalog Wiki for a list of acceptable genre and subject headings.

Slides for this presentation are at: <http://www.ccslib.org/documents/resources/camm-technical-group/1649-camm-meeting-2-10-21-staff-update-from-r-fischer/file>

She also presented *Tips for Exporting Records from OCLC*.  [OCLC export tips.pdf](#).

Adjournment

The meeting was adjourned at 10:10 A.M.

Addenda

February 10, 2021 CAMM meeting is now on YouTube: <https://youtu.be/UGfi3Bw4Mtl>

Next meeting: May 12, 2021, Zoom meeting

Attendance

Library:	Attendees:
Cary	Linda Conn, Brad Peterson
CCS	Virginia Seward, Rachel Fischer
Crystal Lake	Kit Moore
Des Plaines	John Lavalie
Ela	Tanvee Mahadik, Brian Christensen
Evanston	Marlene Meyer
Fremont	Bella Gurevich
Glencoe	Becky Halcli
Glenview	Michael Gail
Grayslake	Danette Zingsheim, Jan Davis, Kelly Webster
Huntley	Calah Goehring
Indian Trails	Sandy DeSio
Lake Forest	Lynn Krambeer
Lake Villa	Vicki Roberts
Lincolnwood	Shao Chen Lin
McHenry	Kathy Milfajt, Shirley Roitberg
Niles-Maine	Jamie King, Victoria Pichla Luz
Northbrook	Sara Scodius, Barb May, Judy Haynes, Sarah Kaminski, Lori Schlernitzauer
Park Ridge	Gretchen Kottkamp, Lauren Bochat
Prospect Heights	Jan May
Round Lake	Penny McMahan, Sara Grimm
Winnetka-Northfield	Stephanie Girardi
Zion-Benton	Kim Nevins