

Minutes
CCS Catalog and Metadata Management Technical Group
Zoom
Wednesday, February 23, 2022
9:30 AM

Join Zoom Meeting:

<https://us02web.zoom.us/j/87404700767?pwd=d3BJazg3SDJnSW8va2tyam9xMXZFUT09>

Call in: +1 312 626 6799 US (Chicago); Meeting ID: 874 0470 0767 Passcode: 162485

1. Call to order

The meeting was called to order by Sara (NBK), Chair, at 9:31 am.

2. Additions to the agenda 5 min.

There were no additions to the agenda.

3. Approval of minutes from November 17, 2021 meeting 5 min.

A motion was made by Lynne (DPK), and seconded by Kit (CLK), and the minutes were approved as written.

4. Presentation – RAILS World Language Cataloging Services Program (Nincy George) 20 min.

Sara introduced Nincy George from the RAILS World Language Cataloging Services Program. She presented a PowerPoint explaining the program.

<https://www.railslibraries.info/services/cataloging-world-languages>

Question: Can a CCS profile be setup?

Answer: Yes, Nincy can work with Rachel on this.

Question: For foreign language DVDs, will subject headings in other languages be included?

Answer: Yes, principle languages will be included. When users sign their original setup form, specific languages can be requested.

5. CCS staff reports 10 min.

a. Rachel

See Rachel's [report](#) in the CAMM packet that was emailed on 2-21-22.

b. Virginia

See Virginia's slides in the [CAMM packet](#) that was emailed on 2-21-22.

6. SCRAP report (R. Fischer) 5 min.

Rachel reviewed the [minutes](#) from the recent SCRAP meeting.

7. Business

- a. Review of acquisitions procedures for cancelled publications (R. Fischer) 5 min.

The procedure from the CCS website was reviewed, <https://www.ccslib.org/training/canceled-publications>

Question: Is there a procedure in place for cancelled publications to be removed from the PAC so patrons don't continue to place holds?

Answer: Yes, once the items and holds have been removed, the bibliographic record can be removed. Rachel will update the procedure to include unchecking the "display in PAC" button in the item record.

- b. Amazon corporate accounts (B. Halcli) 10 min.

Becky (GCK) asked other libraries if they were planning to change any ordering or billing procedures as a result of Amazon's recent decision to eliminate lines of credit. One library responded that they were able to setup invoicing through their business account settings.

- c. Reminders 20 min.
i. Enhanced 505 (R. Fischer)

Local practice is to use the enhanced format for contents notes.

From the Wiki:

Enhanced 505 \$g \$r \$t or Basic 505 \$a	Related work; Comprehensive description	25.1, 2.3.2.6.1	CCS Recommended	Enhanced 505 is Core for the list of materials on the Contents note page. Basic 505 can be added to the items that do not require the enhanced 505. Core when the resource is a collection of 100 or fewer short stories, plays, literary collections, fairy tales, songs except for fake-books (whether text, notated music, or audio recordings), Supreme Court cases, or collective biographies, or is in the series "Representative American Speeches" or "Best American Essays"; Needed for searching
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Rachel demonstrated the OCLC Connexion macro which is available in [the CAMM meeting packet](#).

- ii. SQL query – PDR bibs by branch with available items (R. Fischer)

Rachel demonstrated how to do a SQL query in the client to identify PDR bib records. A link to the report the Bob (CCS) posts to the CCS reports website is, <https://reports.ccslib.org/>.

- iii. [Volume designations](#) (S. Scodius)

Sara (NBK) gave a general reminder when adding items to see if other libraries have included a volume designation. If so, all other libraries are required to follow the pattern.

https://www.ccslib.org/Catalogers/index.php?title=Multivolume_call_numbers

iv. What to do if you have questions (D. Wischmeyer)

Debra (CCS) [reviewed](#) all the ways that libraries can communicate with CCS staff, other libraries, and keep up-to-date on what's going on in and around the CCS consortium.

Libraries can:

- Open a ticket (help.ccslib.org or help@ccslib.org)
- Call CCS at 847-483-8600 (look in the CCS directory (<https://www.ccslib.org/contact-ccs>) for a specific extension)
- Emergency support at 847-483-8600 x0
- Subscribe to CCS News (Friday delivery)
- Subscribe to topic specific listserves
- Email a library directly at xxxtech@ccslib.org (xxx=library symbol)
- CCS hosts regular training
- Schedule 1 on 1 training with CCS staff
- Review the CCS website (www.ccslib.org)
- Review the Cataloger's wiki
- Attend technical and advisory group meetings

d. Technical Services open forum 10 min.

No questions.

8. Announcements 5 min.

Jessica (WLK) announced that Matt Womack is the new Assistant Manager/Cataloger at Wilmette, and Carly Stauss is new cataloger.

9. Adjournment

A motion was made by Victoria (NIK), and seconded by Lynne (DPK), and the meeting was adjourned at 10:50 am.

10. Next Meeting

The next meeting will be on May 25, 2022 at 9:30 am via Zoom.

Library	Attendees
Algonquin	Vicki Roberts
Cary	Brad Peterson, Linda Conn
CCS	Rachel Fischer, Debra Wischmeyer, Virginia Seward
Crystal Lake	Kit Moore
Des Plaines	John Lavalie, Lynne Rubio
Ela	Tanvee Mahadik, Brian Christensen
Evanston	Marlene Meyer
Fox River Valley	Karin Nelson
Fremont	Bella Gurevich
Glencoe	Becky Halcli
Glenview	Michael Gail, Iga Lassota
Grayslake	Carlen DeThorne, Tiffany Pruitt, Kate Getka, Kelly Webster, Tammy Skwierczynski
Highland Park	Michelle London, Kris Harrison
Indian Trails	Matt Teske, Sandy DeSio, John Galdun
Lake Forest	Lynn Krambeer
Lake Villa	Anita Santoro
Morton Grove	Charlotte Dorsey
Niles-Maine	Jamie King, David Melis, Victoria Pichla Luz
Northbrook	Judy Haynes, Sara Scodius, Sarah Kaminski
Palatine	Adriene Galindo, Violet Jaffe
Park Ridge	Lauren Bochat, Kellie Green
Prospect Heights	Jan May, Kathy Schad
Round Lake	Sara Grimm, Penny McMahon
Wilmette	Jessica Thomson, Matt Womack
Zion-Benton	Kim Nevins
Guest	Nincy George