

CCS Catalog and Metadata Management (CMM) Technical Group
PACKET
Wednesday, August 17, 2022
9:30 AM

Join Zoom Meeting:

<https://us02web.zoom.us/j/84982813677?pwd=ekx3a1dNN1hpMmVrcTBLCtBxM3lrUT09>

Call in: +1 312 626 6799 US (Chicago); Meeting ID: 849 8281 3677 Passcode: 439067

Minutes from the previous CMM meeting: [May 25, 2022](#)

CCS Staff Reports

Rachel Fischer

Polaris 7.2 Upgrade Training: Polaris was upgraded to version 7.2 on August 16th. An overview of the new features can be found in [What's New in Polaris and Leap 7.2](#).

The number of updates for serials holding records were not enough to warrant updating the training course. However, I will be holding a webinar to review Serials check in and show off the serials holding record as it appears now. Leap Hour for Serials will be on Tuesday, September 13, at 1:00 PM. [Please register for the webinar on L2](#). I'll be providing an overview of the serials functions in Leap. Attendees will be given time to practice checking in serials during the session.

If you also are interested in acquisitions, some new purchase order and line item functions have been added to Leap. I will be providing training on these features on September 26 at 1:00 PM. [Please register for the webinar on L2](#).

Polaris 7.3 Upgrade: The [Polaris 7.3 upgrade](#) will add the deduplication and record overlaying functions that are necessary for cataloging staff to have a seamless workflow in Leap. This upgrade is expected to be available by the end of September. We have not determined when we will upgrade the training server. Manual acquisitions features will also be added with this upgrade.

OCLC Holdings Reset: A was recently contacted about holdings that were still in OCLC that shouldn't have been. OCLC initially gave me the impression that they had finished removing the holdings, but never sent me the deletion report. I followed up with OCLC on the issue. I've asked them to delete the holdings as soon as possible. OCLC staff confirmed that they requested the deletions on August 10th.

RAILS World Language Cataloging Program: I have worked with Nancy George to provide her with the CCS documentation and training course on local practices so that she can properly catalog materials according to CCS standards. She created a cataloging profile document for CCS libraries that adheres to our local practices and includes the usage of the local practices macro. After I provided initial feedback, the draft was sent to the SCRAP listserv for SCRAP members to review and provide feedback in order to finalize the profile as soon as possible. Since it is based on our existing standards, voting on a motion to accept the document is not required. If libraries need to customize their procedure for file delivery, OCLC access, or local subject headings, they will need to provide that information to Nancy George directly. Download the draft: [CCS Cataloging Profile](#).

Listserv Guidelines: CCS Staff have created a new set of guidelines for listserv communication. The [Listserv Guidelines](#) are now on the CCS website.

Diversity Audit Tool: The Diversity Audit Tool is now available for staff to use. Instructions can be found online on the [CCS website](#). Check out this [video](#) for a brief overview of the tool. Although catalogers may not have selector duties, the subject headings that you add to the records make this tool possible. The work you do to add subject headings that represent the diversity covered in the titles is greatly appreciated!

Virginia Seward

1. The next time I will be sending the bibliographic records to Marcive for authorities processing will be sometime in September, after Labor Day.
2. LC subject heading **changes that were made recently** to the CCS Database:
 - Art, Primitive (**use instead:** Art or Art, Prehistoric)
 - Decoration and ornament, Primitive (**use instead:** Decoration and ornament or Decoration and ornament, Prehistoric)
3. Important LCSH subject heading changes that **will occur during the next few months:**
 - Problem youth (**will be changed to:** At-risk youth)
 - Brothers and sisters (**will be changed to:** Siblings) – in this case, this change will cover all subject headings that begin with: Brothers and sisters (for example: Brothers and sisters of people with disabilities)
4. Hoopla records should be fully up to date. All 48,000 of them were sent to Hoopla for review, and only around 750 records were needed to be deleted (some of them were already deleted this month as regular monthly deletes)
5. Thanks for everyone who liked my Idea Lab suggestion. Hopefully Polaris can add this change to one of their upgrades sometime soon. In the meantime, please change the \$h to a \$s in audiobook series headings. For example: Stine, R. L. #tFear Street.#sSpoken word. This will ensure these headings will be linked properly (and also save me time editing, when I load another of Marcive updates).
6. Things to remember:
 - For Homosaurus terms, only add the “term” in subfield a. Do not add subdivisions, like x or z.
 - Genre terms should only be added in English – no foreign language genre terms, like Spanish.

SCRAP report

Recording from the previous SCRAP meeting: [July 20, 2022](#)

Minutes from the previous SCRAP meeting: [July 20, 2022](#)

The following Cataloger’s Wiki pages have been updated:

- [Multivolume call numbers](#) – added the following statement on correcting volume designations to reflect an existing policy:

If library staff discover that other libraries' item records have volumes that do not match the dominant pattern, the individual can correct the volume designation in the item records for the other libraries. After correcting this field, they must contact the library to inform them that the change has been made. Department email addresses can be found on the [Technical Services Department Information page](#). For additional information on communicating issues to libraries, see Effective communication protocols.

- [Effective communication protocols](#) - added the following statement on correcting volume designations to reflect an existing policy:

If library staff discover that other libraries' item records have volumes that do not match the dominant pattern, the individual can correct the volume designation in the item records for the other libraries. After correcting this field, they must contact the library to inform them that the change has been made.

- [Series title vs. main title](#) – revised the page to make it less wordy and added examples.
- [Genre/Form heading](#) – rearranged the list of local headings and added examples.

Business

- a. Abbreviation for Tome or Tomo (R. Fischer)

Reference: [Multivolume call numbers](#)

- b. DEMONSTRATION: Creating items from templates in Leap (R. Fischer)

Reference: [Creating and Editing Item Records in Leap](#) (Page Updated)

- c. DEMONSTRATION: Enhanced 505 (R. Fischer)

References:

[505 – Formatted Contents Note](#)

[Contents Notes Wiki page](#)

[How to Add the Enhanced 505 Macro to OCLC Connexion](#)

- d. Changing Audience in leader (Brad Peterson)

Reference: [Target Audience](#)

- e. Shortening titles in 246s (Brad Peterson)

See the minutes for the meeting for more information.

- f. Clean up projects
 - i. Serials missing a price

Reference:

[Item checkbox filter reports](#) – check the box for “Price not present”
[Modifying Publication Patterns](#)

- ii. NEW REPORT: Items with Mis-Matched Volume Numbers in Web Reports

Reference: [Web Reports](#)

g. Reminders:

- i. Audio books that have a CD-ROM with PDF (R. Fischer)

Example: [Part of Your World by Abby Jimenez](#)

- ii. Missing item procedures (R. Fischer)

Reference: [Missing Items](#)

- iii. Deleting item procedures (R. Fischer)

References:

[Deleting Withdrawn Items](#)
[Withdrawing and Deleting Item Records in Leap](#)

- iv. Travel guides, test prep books, tax prep books & law guides (R. Fischer)

Reference: [Multiple records vs. single records for series and sets](#)

- v. TOM for Wonderbooks/VOX books (Shirley Roitberg)

Reference: [Wonderbooks and VOX books](#)