

**Agenda**  
**CCS Catalog and Metadata Management Technical Group**  
**Zoom**  
**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

- 1. Call to order**
- 2. Approval of minutes from last meeting** 5 min.
- 3. Additions to the agenda** 5 min.
- 4. CCS staff reports**
  - a. Rachel 10 min.
- 5. SCRAP reports** (R. Fischer) 5 min.
- 6. Business**
  - a. Abbreviation for Tome or Tomo (R. Fischer) 2 min.
  - b. DEMONSTRATION: Creating items from templates in Leap (R. Fischer) 5 min.
  - c. DEMONSTRATION:Enhanced 505 (R. Fischer) 10 min.
  - d. Changing Audience in leader (Brad Peterson) 5 min.
  - e. Shortening titles in 246s (Brad Peterson) 5 min.
  - f. Clean up projects 15 min.
    - i. Serials missing a price
    - ii. NEW REPORT: Items With Mis-Matched Volume Numbers in Web Reports
  - g. Reminders:
    - i. Audio books that have a CD-Rom with pdf (R. Fischer) 2 min.
    - ii. Missing item procedures (R. Fischer) 2 min.
    - iii. Deleting item procedures (R. Fischer) 2 min.
    - iv. Travel guides, test prep books, tax prep books & law guides (R. Fischer) 2 min.
    - v. TOM for Wonderbooks/VOX books (Shirley Roitberg) 15 min.
  - h. Technical Services open forum 5 min.
- 7. Announcements** 5 min.
- 8. Adjournment**

**Next Meeting: November 16, 2022 via Zoom**

All matters on the agenda may be discussed, amended and acted upon