Minutes
CCS Catalog and Metadata Management Technical Group
Zoom
Wednesday, May 17th, 2023
9:30 AM

1. **Call to order**

Chair, Lauren called the meeting to order at 9:30 am.

2. **Approval of minutes from February 15th meeting**

The minutes were approved as written.

3. **Additions to the agenda**

There were no additions to the agenda.

4. **Officer nominations**

Tammy Skwierczynski (GRK) Chair
Kim Nevins (ZIK) Vice-Chair
Adriene Galindo (PAK) Secretary

5. **CCS staff reports**

      a. Rachel
          i. Polaris v. 7.4 update
          ii. Homosaurus
          iii. RAILS World Language Cataloging Services

Rachel's written report for the CAMM meeting packet:

Rachel Fischer's Report

      i. Polaris 7.4 Update: The training server upgrade to 7.4 is scheduled for May 17th. CCS staff will do an extensive amount of QA testing to make sure there aren't any major bugs before updating production. If all goes well, the production upgrade will be scheduled for August 7 or 8. When production is upgraded, you will have the ability to deduplicate bibliographic records when saving the record. You can review the Cataloging in Leap course and webinar to prepare for the upgrade. You will not be required to switch to Leap at this time. However, we would love to hear feedback about your experience. With 7.4, Leap will have the capability to print serials labels, create serial holdings records (SHR) by copying existing records, and add or

update the publication pattern. The label of "Cataloging Processing" in the Utilities menu is changing to "Background Processing." I will schedule serials in Leap training after I have scheduled Warren-Newport's training. I hope to be able to fit this in during the end of July or the beginning of August. See What's new in Leap 7.4 for more information on new functions. At this time, it appears that the 7.5 upgrade will not include any notable technical services functions.

ii. Homosaurus: Backstage retroactively added Homosaurus headings to the LGBTQIA+ records that didn't have any. The files were loaded. There are now headings in more than 7,300 bibliographic records and more than 400 authority records. See Virginia's staff report for more information.

iii. RAILS World Language Cataloging Services: Six CCS libraries have tried RAILS' new cataloging service and plan to continue to use it. I asked staff about their opinion on the service to prepare for a presentation to RAILS's Consortium Committee. The staff that have used the service are happy with the quality of the records. They can see that the local practices are being followed. The records require minimal editing. Some staff are concerned about the turnaround time and the time it takes to fill out the form. However, the types of materials that are sent usually don't have patron holds. So, the turnaround time is not too problematic. One staff member noted a significant decrease in the turnaround time. All the staff members that sent me comments are happy with the service, and plan to continue to use it. It significantly decreases the backlog of titles that need cataloging and allows some staff to order titles in non-Latin scripts that they had not ordered due to not being able to catalog them.

    b. Virginia
        i. Subject Heading change
       ii. Other news

Virginia's written report for the CAMM meeting packet:

i. Subject Heading Change: There is a big subject heading change to report. The subject headings of" Computer games", "Electronic games," and "Internet games" have all been cancelled. In their place, please use the term "Video games" instead. Also, the headings of "Computer games industry", "Electronic games industry" and "Internet games industry" have also been cancelled. Please use instead the term "Video games industry". There are lots of changes to be made to the database. I will work on them after Memorial Day.

ii. Other news: Last week, CCS sent Marcive 11671 bibliographic records for authorities processing. 7958 were updated, and they also sent 5756 new authority records. The project to change all the genres from the 2nd indicator of 0 to a 2nd indicator of 7 is done. There are lots of new Homosaurus headings added to the CCS database recently. LC is in the middle of a major project of finally changing all the fictitious character authority records from a 150-subject heading to a 100 personal name heading. This is more of a systematic approach, instead of deleting the subject heading authority record whenever the change was reported by a cataloger. LC is currently in the letter "B". My

monthly Marcive updates are full of these changes, so you will see more in our database.

6. **SCRAP reports**   (R. Fischer)

The packet included the links to the [minutes](#) and [recording](#) from the April 19, 2023 SCRAP meeting.

SCRAP will need three new members for next year. A call to nominate advisory group members will be sent to the listservs later in the month. If you are interested in cataloging policies, please consider nominating yourself. Meetings will continue to be held virtually next year.

Kathy (MJK) asked if there was a length of term for SCRAP. Rachel (CCS) stated that there is no set length and that some members have served for two years.

7. **Demos** [packet](#)
   a. Transferring holds (Rachel (CCS))
      i. Kathy (MJK) asked if multiple holds can be transferred at once, or do they need to be done one at a time? If there are already holds in the holds queue on the title they are being transferred to, where are they in line? Rachel (CCS) answered yes to transferring multiple holds, but recommends not doing that for multivolume records. There is a way in Leap to see the hold dates to keep the holds in order.
   b. Requesting images for Library of Things items from Syndetics (Rachel (CCS))
      i. Questions: Kathy (MJK) asked if the images on the recommended website covered by copyright? Rachel (CCS) answered that Syndetics would probably check the copyright. Vicki (ALK) asked for a link and Rachel (CCS) added it to the chat.
   c. Simply Reports Item Count Reports for Stat codes (Rachel (CCS))

8. **New Business**
   a. When overlaying records, are ISBN's being deleted if a library only has one type of book (hardcover, paperback) for a title? (R. Fischer)

      i. Questions: Vicki (ALK) asked if we see a record with a lot of ISBNs can they be deleted? Yes, delete any duplicate ISBNs and 035 fields. Carly (WLK) asked if we should delete the ISBNs for eBooks if it's a record for a hard copy? Yes, please remove eBook ISBNs as they may interfere with the deduplication process. Adriene (PAK) asked if the 020s with price information need to be retained? Yes, you can delete them if there's no 970 field with a price.

   b. Would there be any benefit to creating a Technical Services (Cataloging?) report guidelines document like the Circulation Guidelines? (R. Fischer)

      i. Rachel (CCS) will create [guidelines document](#) for Technical Services.

      c. Stat codes: How do libraries use them? Does anyone else see a need for a DEI one? (T. Skwierczynski)

          i. Discussion: Most libraries use stat codes loosely and predominately use call numbers and shelf locations to run reports.

      d. Technical Services open forum

          i. No discussion.

9. Announcements

Tammy (GRK) announced new cataloger, Vivian Flores.

10. Adjournment

Kathy (MJK) moved, Kit (CLK) seconded, and the meeting was adjourned at 10:16 am.

Next Meeting: August 16, 2023 via Zoom

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

Attendance:

Library	Attendee
Algonquin	Vicki Roberts
Cary	Brad Peterson, Linda Conn
CCS	Rachel Fischer
Crystal Lake	Kit Moore
Des Plaines	John Lavalie
Ela	Tanvee Mahadik, Brian Christensen
Evanston	Marlene Meyer, Ben Heet
Fox River Valley	Karin Nelson
Fremont	Bella Gurevich
Glencoe	Becky Halcli, Lisa Howland
Glenview	Iga Lassota, Michael Gail
Grayslake	Tiffany Pruitt, Kate Getka, Tammy Skwierczynski, Carlen DeThorne
Highland Park	Michelle London, Kris Harrison
Huntley	Jo Smolzer, Calah Goehring
Indian Trails	John Galdun, Sandy DeSio
Lake Forest	Lynn Krambeer
Lake Villa	Anita Santoro, Heather Campbell
Lincolnwood	Stephanie Haugan
Morton Grove	Martin Saganski
Niles-Maine	Jamie King
Palatine	Kristi Napolitano, Adriene Galindo
Park Ridge	Kellie Green, Lauren Bochat
Prospect Heights	Beth Phillips, Jan May
Round Lake	Sara Grimm, Penny McMahon
Wilmette	Carly Stauss
Winnetka-Northfield	Stephanie Girardi
Zion-Benton	Kim Nevins

Minutes submitted by Kim Nevins (ZIK).