

**Minutes**  
**CCS Catalog and Metadata Management Technical Group**  
**Zoom**  
**Wednesday, August 21, 2024**  
**9:30 AM**

**i. Call to order**

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

**ii. Approval of minutes from May 15, 2024, meeting**

Lynne Rubio, Des Plaines, moved to approve.

Becky Halcli, Glencoe, seconded.

The minutes were approved as written.

**iii. Additions to the agenda**

There were no additions to the agenda.

**iv. CCS staff reports**

Rachel's and Virginia's written reports for the CAMM meeting [packet](#).

Rachel also pointed out that while it appears that circulation staff can edit bibliographic records in Leap, they cannot save them, unless they have authorization.

Virginia spoke about some upcoming subject heading changes, including:

- “Attention-deficit disorder” changed to “Attention-deficit hyperactivity disorder”
- “Transparency in government” changed to “Transparency (Ethics) in government”
- “Cerebral palsied children” changed to “Children with cerebral palsy”

**v. SCRAP Report – meeting postponed**

**vi. Presentations/Demonstrations**

Dewey 200s Update [presentation](#) – Mark Swenson

New search and record set functions in Leap – Rachel Fischer

- New find tool and record functions in Leap [presentation](#)
- Display ISBNs and native language, search for non-circulating items
- Bib records can be added to record sets with a list of ISBNs, in the same way as barcodes are for item records.

**vii. Reminders**

- Record set deletion – Delete any sets that you don't need any more.
- Volume for 8XX fields – Make sure to follow national practice for putting in volumes based on the series authority records.
- [Communication with other libraries](#)
- [Effective communication protocols](#)

**viii. Discussions**

## **Scheduling Marcive updates – Anita Santoro**

With the time that work is limited by the system being down during the work on authority records, there was a question if the authority work could be done in the evenings or weekends or more often. Virginia replied that the work is hands-on, so someone has to be there when it is loading. Also it can take from 2-3 hours to receive the files back from the vendors.

Anita also pointed out the duplication of work of catalogers working in OCLC and not being able to see that someone else in the consortium has already done the work while system is down. It was agreed that we need to look more into how the consortium can work on solutions to this problem. Virginia also said that she will talk with Debra about this, too.

## **ix. Announcements**

No announcements.

## **x. Adjournment**

Tammy, Grayslake, moved.

Lynne, Des Plaines, seconded.

Meeting was adjourned at 10:12 am.

[Recording of meeting including presentations](#)

## **Attendance:**

<b>Libraries</b>	<b>Name</b>
Algonquin	Rachel Ruetz
Cary	Brad Peterson, Linda Conn
CCS	Virginia Seward, Rachel Fischer
Crystal Lake	Kit Moore
Des Plaines	John Lavalie, Lynne Rubio
Ela	Tanvee Mahadik, Brian Christensen
Evanston	Karina Andrus, Marlene Meyer
Fox River Valley	Karin Nelson
Fremont	Bella Gurevich
Glencoe	Becky Halcli
Glenview	Michael Gail, Iga Lassota
Grayslake	Kate Getka, Tammy Skwierczynski, Carlen DeThorne, Tiffany Pruitt
Highland Park	Kris Harrison, Catherine Eilers
Huntley	Jo Smolzer, Linda Bargiel
Indian Trails	John Galdun, Sandy DeSio
Lake Forest	Lynn Krambeer
Lake Villa	Anita Santoro, Heather Campbell
Lincolnwood	Stephanie Haugan

McHenry	Kathy Milfajt
Mount Prospect	Katie Szafarz, Ross Shanley-Roberts
Niles-Maine	Jamie King
Northbrook	Sara Scodius
Palatine	Kristi Napolitano, Adriene Galindo
Park Ridge	Lauren Bochat
Prospect Heights	Jan May
Prospect Heights	Nora Mastny
Wilmette	Carly Stauss
Winnetka-Northfield	Stephanie Girardi
Zion-Benton	Kim Nevins

Minutes submitted by Ross Shanley-Roberts (MPK).

**Next Meeting in Person**  
**November 20, 2024 at 9:30 AM**  
**200 Tri-State International Dr.**  
**Auditorium**  
**Lincolnshire, IL 60069**