

**CCS Catalog and Metadata Management Technical Group**  
**CCS Auditorium**  
**November 20, 2024**  
**9:30 am**

**9:30 am – 9:45: Let them eat cake!**

A celebration of Virginia Seward’s retirement after many years supporting the work of the CCS libraries.

- i. Call to order** Chair, Kim called the meeting to order at 9:45
- ii. Approval of minutes from August 21, 2024, meeting**

Approved with amendments pertaining to the location of the previous meeting and that Kathy Milfajt, McHenry, was present.
- iii. Additions to the agenda**

There were no additions to the agenda.
- iv. CCS staff reports**

Rachel’s and Virginia’s written reports in the CAMM meeting [packet](#).
- v. SCRAP Report**

SCRAP report in the CAMM meeting [packet](#).
- vi. Actions required to vote for new local genre and subject headings**
  - a. Potential motion: Allow the following new local genre headings in the CCS catalog:**
    - i. Materials for new literates**

There was discussion about working the terms so that beginning youth reader material would not be collapsed under a general term and how to define the reach of the terms.
    - ii. Materials for adults with memory challenges**

In the discussion about this topic there were a number of other suggestions for wording, including “People with memory challenges” CAMM asked that these ideas be returned to SCRAP and that the single motion be split into two, since, although they are both local genre headings at Waukegan, they are dealing with the same idea.
  - b. Potential motion: Allow the Spanish subject heading for “Día de los Muertos” and other holidays celebrated in Latin America in records for English language titles.**
    - i. It was reported that no list of terms was created**
    - ii. No revision of bib records required until/if LC makes this a change**

- iii. Leaving the SEE reference in the authority record for the English language subject heading

Richard Stuart, Indian Trails, moved that CAMM vote on the motion as stated.

Nora, Prospect Heights, seconded.

Passed unanimously by those present.

**In favor:** Algonquin, Cary, Crystal Lake, Des Plaines, Evanston, Fox River Valley, Fremont, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Mount Prospect, Nilis-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Warren-Newport, Winnetka-Northfield, and Zion-Benton.

**Not in attendance:** Ela, Glencoe, Morton Grove, Waukegan, and Wilmette.

**vii. Reminders – Rachel**

- a. [Indicators for 521 fields for Lexile materials](#)
- b. Correct 300 fields
- c. [Delete 024\\_3 that looks like ISBN](#)
- d. [Juvenile drama heading for fiction films](#)
- e. [Volumes in item records need to match](#)
- f. Delete duplicate fields

**viii. Demonstrations – Rachel**

- a. Tips for printing [spine labels](#) and [serials labels](#) in Leap
- b. [Finding and editing item templates in Leap](#)
- c. [Tips for decreasing the backlog](#) – (This is an informal document. Rachel is looking for suggestions for tips to add to it before I add it to a webpage)
  - i. Create a record list based on a paid invoice, then you can see which titles still need to be cataloged.
  - ii. B&T records overlay EVK bibs that have an encoding level of 8, so make sure finished records have an encoding level of Full.
- d. [Macros in the Client](#)

**ix. Discussions**

How do you use L2? What do you find challenging or frustrating?

What could make that experience better?

Is there anything L2 currently doesn't have or do that you would like to see? (Or, if you could waive a magic wand and change one thing about L2, what would you wish for?)

What kind of documentation or information would help your experience with L2?

**x. Adjournment**

Nora Mastny, Prospect Heights, moved to adjourn the meeting.

Virginia Seward, CCS, seconded and the meeting was adjourned at 11:15am.

<b>Library</b>	<b>Attendee</b>
Algonquin	Rachel Ruetz
Cary	Linda Conn, Brad Peterson
CCS	Virginia Seward, Rachel Fischer
Crystal Lake	Penny Ramirez
Des Plaines	John Lavalie, Lynne Rubio
Evanston	Marlene Meyer, Karina Andrus
Fox River Valley	Karin Nelson
Fremont	Bella Gurevich
Glenview	Michael Gail, Iga Lassota
Grayslake	Vivian Flores, Tiffany Pruitt, Tammy Skwierczynski, Kate Getka, Carlen DeThorne
Highland Park	Catherine Eilers, Michelle London
Huntley	Linda Bargiel, Jo Smolzer
Indian Trails	Sandy DeSio, Richard Stewart, John Galdun
Lake Forest	Lynn Krambeer
Lake Villa	Heather Campbell, Anita Santoro
Lincolnwood	Stephanie Haugan
McHenry	Kathy Milfajt, Shirley Roitberg
Mount Prospect	Ross Shanley-Roberts, Trish Chester, Katie Szafarz, Shang Liu, Mary Anne Longpre
Niles-Maine	Jamie King
Northbrook	Sara Scodius, Connie Liu, Sarah Kaminski
Palatine	Adriene Galindo
Park Ridge	Lauren Bochat, Kellie Green
Prospect Heights	Nora Mastny
Round Lake	Penny McMahan, Sara Grimm
Warren-Newport	Nancy Luque Osuji
Winnetka-Northfield	Stephanie Girardi
Zion-Benton	Kim Nevins

**Next meeting via Zoom**

**February 19, 2025**

**10:00 am (new time)**

Join the Zoom Meeting:

<https://us02web.zoom.us/j/84896877833?pwd=c05CaEhMM2ILYmpnM3h4eGVsUk91dz09>

Meeting ID: 848 9687 7833 Passcode: 364251 Call in number: 312-626-6799