



**PrairieCat Technical Services Committee  
Draft Minutes  
August 10, 2023**

**ATTENDANCE:**

**MEMBERS PRESENT:** Brozovich (RP), Conderman (MS), Diedrich (GA), Evans (SY), Groth (EM), Linnell (BD), Shippy (MX), Slanicky (PC), Smith (PC), Tedder (PC), Totton-Schwarz (WO), West (RD), Zanelli (PC).

**MEMBERS ABSENT:** Bonny (PC), Dean (WL), Landis (PC), Solheim (KR).

**GUESTS:** Brown (FR), Byford (NL), Carter (SL), Chapman (RL), Collins (NL), Eychaner (CH), Fine (PR), Finnerty (NC), Jones (RP), Kessler (CC), Lawruk (SE), Lemke (DK), Martin (MP), McSweeney (HD), Schulze (DK), Sciaky (MK), Thomas (RP), Zurawicz (NL).

- I. **Welcome** – Totton-Schwarz (WO) began the meeting and welcomed everyone.
- II. **Roll call for attendance**
- III. **Review agenda for additions/corrections** – No changes were made to the agenda.
- IV. **Approval of Minutes From: April 13, 2023**

Brozovich (RP) moved and Diedrich (GA) seconded to approve the minutes from the April 13, 2023 with one correction. Motion passed.

- V. **Special Vote – New Committee Member** – We have an at large vacancy on the committee. Ashley Swanson (FR) is not able to complete her term and a new committee member, Tracy Evans (SY) was voted in. The committee needs a new vice-chair. Contact Tedder (PC) if interested in volunteering for the vice-chair position at [sandy.tedder@prairiecat.org](mailto:sandy.tedder@prairiecat.org).
- VI. **Original Cataloging Services** – Library staff were reminded that other cataloging sources are available outside of PrairieCat.
  - a. **CMC** – Cataloging by the CMC (Cataloging Maintenance Center) at the Illinois Heartland Library System is free. Eligible collections for original or copy cataloging include **Illinois authors, genealogy, local history, and special collections** (as defined by your library; for example: local authors, community cookbooks, government documents, Asian languages, etc.). The CMC also does some cataloging training and has free monthly training webinars. For more information on the CMC, see: <https://www.illinoisheartland.org/services/cmc>.

The contact person at the CMC is Pamela Thomas, 618-467-8469, [pthomas@illinoisheartland.org](mailto:pthomas@illinoisheartland.org).

- b. **RAILS** –RAILS now has a World language cataloging services program. It provides original and copy cataloging for materials in world languages that are considered part of your library's regular collection, as opposed to being a special collection. Each library makes that determination. Contact Nincy George at PrairieCat with questions at 630-734-5128, [nincy.george@railslibraries.org](mailto:nincy.george@railslibraries.org).
- c. **PrairieCat** – The new website now has an original cataloging request form and an enhanced upgrade cataloging request form. Fill out the form and PC cataloging staff will create a new record in OCLC or update the existing record in OCLC. The forms can be found on the website under **Resources** then **Forms**. You are sending images of your item. The forms are very thorough. Instead of sending your item to SWSB-4, you fill out the form and eliminate delivery time. Filling out the form generates a Help Desk ticket. The tickets are worked on a first come/first served basis. For now, there is no limit on how many you can submit. Let PrairieCat staff know if there are any errors or suggestions to improve the forms. Continue emailing members at [techserv@prairiecat.simplelists.com](mailto:techserv@prairiecat.simplelists.com) to verify information or make corrections to existing item records. You can contact PrairieCat catalogers at 877-542-7257, [magda.bonny@prairiecat.org](mailto:magda.bonny@prairiecat.org) or [sandy.tedder@prairiecat.org](mailto:sandy.tedder@prairiecat.org) or [ed.zanelli@prairiecat.org](mailto:ed.zanelli@prairiecat.org).

## VII. Pending Projects/Updates and Discussion

- a. **MARC Member Guidelines Proposed Updates/Requirements** – It was approved by the Delegates Assembly that MARC training will be offered twice per year and limited to fully participating library members. The first training session has started. Information is available on the support site.
- b. **Decision Center Update** – Decision Center was updated to v. 1.2 SP13 in early May.
- c. **PrairieCat Support Site Redesign** – Smith (PC) did a demonstration of the new support site on June 20. A recording is available on the support site and can be viewed at **Events & Meetings > Past Events & Meetings**. Video URL is listed at the bottom. Information on past events and meetings on the website only goes back to April for now. More events will be added later.
- d. **Vega** – PrairieCat is working to integrate eCommerce with Vega Discover. Once this is completed and properly configured, we will be able to finally launch Vega to patrons. We are hopeful that this will happen in August 2023. Staff can practice using Vega as of now and should report any issues to PC staff.

**VIII. Locations With Zero Items** - Slanicky (PC) posted a list about a year ago of locations with zero items. There should be a minimum of 25 items for each location. There were 440 location codes with zero items and 133 were removed on August 1, 2023. There are about 100 left that need to be cleaned out. The “new” locations will not be removed because the number of new items varies each month. There are 366 locations with 1-9 items attached. Tables are downloaded onto your computer every time you login to Sierra. Removing some of the locations will make downloading faster. A list of location codes can be requested by opening a Help Desk ticket.

**IX. New Topics**

- a. Reminder – Properly Entering ON-ORDER Items** – People are finding two good OCLC records or one good, one bad record for ON-ORDER titles. The bad records have several items attached and no one updated the record or reported it to PC staff to upgrade it. One record had items from five MARC libraries attached but the record was not updated. Talk to your staff and have them pass on to you the information if they see an ON-ORDER record with items attached that needs to be upgraded so the records can get upgraded in a timely manner.

Add a street date to the ON-ORDER call number. Example: 099 ON-ORDER (SEP 13, 2023). Instructions for entering ON-ORDER information are on the website and can be found by searching “on order item records”. Don’t make the item available until the street date. Keep the status as “In Process”.

Publishers can see the items on the online catalog if you make them available too soon and the publishers can refuse to do business with you. Libraries can request a list of old ON-ORDER records by opening a Help Desk ticket.

- b. National Geographic Magazine – Proposed Division by Decade** – National Geographic has a lot of items and is getting slow when you bring it up in Sierra. There was a proposal to divide it into separate records by decade. All issues from the 1990s could be on the same record and that would make it easier for the patrons to find. We need to find out how Vega would be affected by this change. This change will be communicated to the circulation committee. The proposal to separate the National Geographic record by decade was approved by vote.
- c. Kohl’s Care Editions** - The Kohl’s Care editions are identical to the existing records with a different ISBN and it was proposed to combine the regular record with the Kohl’s record and add the Kohl’s ISBN with a qualifier of (Kohl’s Care Edition). We have about 50 Kohl’s records in the database. It was voted to approve the proposal.
- d. Non-OCLC Local History/Genealogical Records** – There are a number of non-OCLC local history records that need to be upgraded but cannot be upgraded due to the reluctance of libraries sending item(s) to PrairieCat/CMC. The items are usually old and fragile, and the library doesn’t like to send them out. We encourage our members to take scans and send them in via the

webform. By updating the record, patrons will be able to find more materials. Thank you for your cooperation.

#### **X. Membership Updates**

- a. Byron Schools**– Byron has one more building to review items from a previous data load. When finished, all three schools will be filling holds as a union listing member.
- b. Putnam County Schools** – Putnam County Schools continue to work on adding items for their primary school.
- c. Mount Carroll Public Library** – Mount Carroll Public Library went live as a Basic Online member in early June.
- d. Winnebago Public Library** – The Winnebago Public Library will be joining PrairieCat as a circulating member and Delegates Assembly approved their IGA at the end of July 2023. The library has about 46,000 items. Their data will be handled by Innovative. Their Go Live could take 4-8 months.

**XI. PUG Day** – This year’s PUG Day will be in person and will be held on Friday, September 29, 2023 at Waubensee Community College in Sugar Grove, IL. You can now register in L2. This year’s sessions will not be recorded. Please visit the PrairieCat Support Site and use the PUG Day link for more details about the event.

#### **XII. BYPT “Bring Your Problems Time”**

- a. Statistics for Wonderbooks** – Groth (EM) is trying to get statistics for their Wonderbook items. Item type is preloaded book, item code is picture book OR reader OR fiction, location is the same as the item code. Searching preloaded book includes all the Playaways and they want only Wonderbooks. The material type in the bib record should be “ae” for audio-enabled book. A create lists report could be run using “in record wonderbook”. Tedder will use create lists to check on the Wonderbooks August 11, 2023, or the week of August 14, 2023 and see if any need to be edited. A prefix of “AE” or “WONDER” could be used in the item call number to be able to find them. East Moline uses an item call number of EW or JW and can use that to find them using create lists.
- b. Linking Volumes** – When linking magazines, please make sure there are no duplicate volume records. For magazine titles, the title listed on the cover doesn’t always match what is on the inside. Always use what is on the title page inside the magazine.

**XIII. Ideas for “Did You Know?”** – A “Did You Know?” will be made for magazines. Send suggestions for future “Did You Know?” to Tedder (PC) at [sandy.tedder@prairiecat.org](mailto:sandy.tedder@prairiecat.org).

**XIV. Questions, Comments, Etc.** – Reddick Library has sent out the first batch of their newspaper microfilms to be digitalized. They will eventually be able to be searched in a computer database.

**XV. Adjourn** – the meeting was adjourned at 10:56 am.

**XVI. Next Meeting to be determined.**