



**PrairieCat Technical Services Committee
AGENDA
April 11, 2024**

The PC Technical Services Committee will meet Thursday, **April 11**, 9:30 AM - 11:30 AM
Central Time via Zoom.

Register in advance for this meeting:

<https://prairiecat-org.zoom.us/meeting/register/tZUodOGsrj4uGdcJALjvJgz7J16QbrHxQy4z>

After registering, you will receive a confirmation email containing information about joining the meeting.

Committee charge: This 11-member elected standing group discusses technical services topics. It is empowered to make decisions on procedure and some policy decisions, and to make recommendations to Administrative Council for higher-level policy decisions.

It also reviews technical services procedures and works together to resolve technical services issues.

The meetings are open meetings, so anyone is welcome to attend, but voting is limited to the 11 committee members.

- I. Welcome
- II. Roll call for attendance
- III. Review agenda for additions/corrections
- IV. Approval of minutes from February 8, 2024
- V. Appoint nominating committee members for upcoming elections
- VI. Pending Projects/Updates and Discussion:
 - a. Vega
 - b. TSUG contacts
- VII. New Topics

- a. Content warning on material

VIII. Reminders

- a. Blank volume records
- b. Verify description of bibliographic records when attaching items

IX. Member updates

Tuesday, May 7, 2024 | 10:00 am | [Pearl City Public Library District](#)

Tuesday, May 7, 2024 | 1:00 pm | [Fossil Ridge Public Library District](#)

Wednesday, May 8, 2024 | 10:00 am | [Woodstock Public Library](#)

Wednesday, May 8, 2024 | 1:00 pm | [Sherrard Public Library District](#)

Friday, May 10, 2024 | 10:00 am | [Zoom](#)

X. Membership updates

XI. PUG Day 2024

XII. BYPT “Bring your Problems Time”

XIII. Ideas for “Did you know”?

XIV. Questions, comments, etc.

XV. Adjourn

Next meeting is Thursday, June 13, 2024

Meeting will be held via Zoom 9:30 a.m. – 11:00 a.m.

MARC/MARC-trainee Catalogers meeting to follow Technical Services

Committee meeting. (Zoom session will be open @ 11:00 but meeting will start at 11:15 a.m.)



**0PrairieCat Technical Services Committee
Draft Minutes
February 8, 2024**

ATTENDANCE:

MEMBERS PRESENT: Bonny (PC), Brozovich (RP), Conderman (MS), Dean (WL), Diedrich (GA), Evans (SY), Groth (EM), Landis (PC), Shippy (MX), Slanicky (PC), Smith (PC), Solheim (KR), Tedder (PC), Thomas (RP), West (RD), Zanelli (PC).

MEMBERS ABSENT: Linnell (BD), Totton Schwarz (WO).

GUESTS: Brown (FR), Chapman (RL), Collins (NL), DuHack (GA), Eychaner (CH), Fane (LP), Fine (PR), Finnerty (NC), Hanacek (PE), Hase-Plefka (PE), Hoste (CL), Jones (RP), Kessler (CC), Kozinski (DK), Lemke (DK), McSweeney (HD), Mladic (LP), Nitch (BL), Sangston (MA), Schrinier (KK), Schulze (DK), Sciaky (MK), Solheim (KR), Tepen (UT), Ward (YK).

- I. Welcome** – Tedder (PC) 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:** August 10, 2023

Brozovich (RP) moved and Diedrich (GA) seconded to approve the minutes from the August 10, 2023, meeting with one correction. Motion passed.

- V. Vice Chair Vacancy** – Tedder (PC) announced that we have a vacancy for a vice chair. The role of the vice chair position is to fill in for the chair when the chair is unavailable to attend a committee meeting and becomes the new chair the next year. The PrairieCat staff works with the chair to compile the agenda for the meeting and the chair keeps the meeting moving along by following the agenda.
- VI. Pending Project/Updates and Discussion**
 - a. Vega** – Smith (PC) gave an update on Vega. We began using Vega in December as our primary catalog and are phasing out Encore. Only the cover art will still be available. Libraries need to replace the Encore links on their websites with the Vega links. Encore will still be available for one and a half years.

The patron list bookmark lists are complete and took longer than expected. Twelve of the lists failed to move over from Encore and Coulter (PC) notified the affected libraries. The eRead integration continues and libraries are being done in sets of five. The status of the eRead integration at each library can be found here: <https://support.prairiecat.info/documentation/policies-procedures-documentation-online-catalog-and-patron-services-vega-discover-1>. A list of de-volumized/split bib records is also available. See section VII. d. of these minutes for more information on the de-volumized/split bib records.

Ideas for enhancements to Vega can be submitted to Idea Exchange.

Innovative will commit to a twelve-month time frame for enhancements.

- b. **Decision Center – Going to Named Logins** – Slanicky (PC) gave an update on Decision Center. Decision Center now needs named logins. A named tech or circ login will also give access to Decision Center. There will be more activity with Decision Center during the second quarter of this year.

VII. New Topics

- a. **New MARC Members** – Tedder (PC) announced that we have two new MARC members, Tari Sangston from Richard A. Mautino Memorial Library (MA) and Lydia Regan from Cherry Valley Public Library District (CH).
- b. **Spring 2024 MARC Training** – Tedder (PC) is planning on offering two MARC training sessions this year. This training is for fully participating libraries only, and staff must have one year or more of data entry experience. The spring 2024 training may start February 20, once per week on Tuesdays from 1-3 pm. More information will be available the week of February 12, 2024. There is a second training session planned for the fall. If interested, contact Tedder (PC) at sandy.tedder@prairiecat.org.
- c. **Dewey Decimal Call Numbers Ending in “0”** – Tedder (PC) reviewed the procedures from Web Dewey, sections 4.15 and 4.16 regarding the format for Dewey Decimal call numbers.
 - 4.15 The DDC uses the convention that no number should have fewer than three digits; zeros are used to fill out numbers.**
 - 4.16 A number should never end in a 0 anywhere to the right of the decimal point.**

There must be a minimum of three numbers before the decimal point, using zeroes to fill out numbers. Acceptable call numbers are: 001, 092, 910, 920. A call number cannot end in a zero to the right of the decimal point. These rules are recommended but are not required in PrairieCat.
- d. **Running List of De-Volumized/Split Bib Titles** – Slanicky (PC) gave an update on the status of volume records being displayed in Vega. Due to the maximum character limit in a MARC record resulting in not all items being

displayed in Vega, PrairieCat staff need to break out or de-volumize bib records when the maximum number of characters is reached. A list of these de-volumized records in PrairieCat are listed on the website at <https://support.prairiecat.info/documentation/policies-procedures-documentation-online-catalog-and-patron-services-vega-discover-22>.

There is a maximum character limit of 99,999 that can be displayed in Vega. All the items and volumes attached to the bib records are all sent together to Vega. It is not based on the total number of volumes. Order and holdings records are not included.

- e. **TSUG Contacts** – Tedder (PC) will send out the TSUG contact lists for members to review and make sure the information is up to date. It is recommended that each library have a primary and secondary contact person listed.

VIII. Reminders

- a. **OCM Lists and Board Book Submissions** – Tedder (PC) requested that when sending in Notepad files of OCLC numbers to be loaded, staff should indicate in the body of the email if the format of the material requested is a board book (like sending in the information for the number of pages and/or the height). Board books are automatically defaulted to a material type of BOOK and do not show up in the MARC Report error messages.
- b. **Order Records and On-Order Item Records** – Landis (PC) will send out an email later today (February 8, 2024) about a new report called **Old On Order Item Records For Cleanup – February 2024**. It will be available on the PrairieCat support site at <https://support.prairiecat.info/statistics-reports/february-2024> and includes all items in PrairieCat that have an item call number beginning with “on order”, sorted by library. About 18 libraries are affected in the February 2024 report. Always include a street date for the item in parentheses (ie: ON ORDER (FEB 13, 2024)). Set the items for discard/withdrawal if no longer needed.

There are hundreds of ON-ORDER bib records with no items attached. Every ON-ORDER record should have at least one item attached to allow holds. An ON-ORDER record with no items attached cannot be transferred/merged to another record. Open a Help Desk ticket if there are any records that need to be merged or deleted. Often the ON-ORDER has holds and the good record does not have holds. This report may get run every six months.

- c. **Quick Clicks Cleanup** – Libraries using Quick Clicks with records that need to be cleaned up will be contacted later by Landis (PC).
- d. **Reminder – Setting Items to be Withdrawn** – When setting items to be withdrawn, holds must be transferred or cancelled and the items must be checked in, otherwise the items will not get deleted.

IX. Membership Updates – Slanicky (PC) provided a membership update.

- a. **Putnam Primary School** – Putnam Primary School went live as a basic online library at the beginning of January 2024. Three of the Putnam County School buildings are now automated with PrairieCat.
- b. **Winnebago Public Library** – Winnebago Public Library went live on January 24, 2024, as a fully participating library. They were previously on a Follett automation program.

X. BYPT “Bring Your Problems Time”

- a. **Items Not Displaying in Order** – Four libraries reported that their items sometimes do not display in order in Sierra. It started about when Vega went live. Send examples to PrairieCat staff.
- b. **Connexion Browser** – Connexion Browser will be discontinued on April 30, 2024. Connexion Client is an option and will be discussed at the February 8, 2024, MARC meeting. Evans (SY) attended an OCLC community event, and it was stated that the Connexion Client will continue to be available.
- c. **Volume Display in Vega** – Volumes sometimes do not display in order in Vega. Volumes can be in the correct order in Sierra, but they do not show up in order in Vega. Landis (PC) did a demonstration of a search on the title *Narwhal and Jelly*, and the volumes displayed in the correct order. Please send examples to Landis (PC) at melissa.landis@prairiecat.org.

XI. Ideas for “Did You Know?” – Send suggestions for future “Did You Know?” topics to Tedder (PC) at sandy.tedder@prairiecat.org.

XII. Questions, Comments, Etc. – None.

XIII. Next Meeting will be Thursday, April 11, 2024, held via Zoom, 9:30-11:00 am. MARC/MARC-trainee Catalogers meeting to follow Technical Services Committee meeting. (Zoom session will be open @ 11:00 but meeting will start at 11:15 a.m.)

**PrairieCat Technical Services Committee
FY2024**

-CUG and TSUG Representation: Elections will take place in May each year, concurrent with Administrative Council elections.

Tier 1 public libraries – 2 seats

Tier 2 public libraries – 2 seats

Tier 3 public libraries – 2 seats

Academic/Special/School libraries – 1 seat

At-Large members – 4 seats

Union List members are welcome to run for At-Large seats.

Seat	Office	Name	Email	Library	Term Expires
Tier 3 Public		Jenna Diedrich	diedrichj@galenalibrary.org	Galena PL (GA)	Jun 30, 2024
Tier 1 Public		Deborah Shippy	dshippy@molinelibrary.org	Moline Public Library	Jun 30, 2026
At Large		Eric Linnell	elinnell@bourbonnaislibrary.org	Bourbonnais PLD (BD)	Jun 30, 2026
At Large		Tricia Dean	tdean@wilmingtonlibrary.org	Wilmington PLD (WL)	Jun 30, 2026
Tier 2 Public		Alice Groth	grotha@eastmolinelibrary.org	East Moline PL (EM)	Jun 30, 2025
Tier 2 Public		Kat Solheim	kats@nippersinklibrary.org	Nippersink PLD (KR)	Jun 30, 2025
At Large		Tracy Evans	tracye@sycamorelibrary.org	Sycamore PL (SY)	Jun 30, 2025
Tier 1 Public		Kim Brozovich	brozovich.kimberly@rigov.org	Rock Island PL (RP)	Jun 30, 2024
Tier 3 Public		Nicole West	nikki@rivervalleylibrary.org	River Valley DL (RD)	Jun 30, 2025
At Large	Chair	Lora Totton-Schwarz	lorat@woodstockil.info	Woodstock PL (WO)	Jun 30, 2025
Academic/Special /School		Carol Conderman	cconderman@mail.meridian223.org	Meridian CUSD #223 (MS)	Jun 30, 2024

3 terms expiring 2024: Jenna Diedrich, Kim Brozovich, Carol Conderman

5 terms expiring 2025: Alice Growth, Kat Solheim, Tracy Evans, Nicole West, Lora Totton-Schwarz

3 terms expiring 2026: Deborah Shippy, Eric Linnell, Tricia Dean