

PrairieCat MARC Members and MARC Trainees
DRAFT MINUTES
August 8, 2024

ATTENDANCE: Bonny (PC), Brozovich (RP), Chapman (RL), Evans (SY), Fine (PR), Finnerty (NCK), Groth (EM), Landis (PC), McSweeney (HD), Mladic (LP), Sangston (MA), Sciacky (MK), Shippy (MX), Swanson (CC), Tedder (PC), Thomas (RP), Totton Schwarz (WO), Ward (YK), Zanelli (PC).

GUESTS: Brown (FR), Elsner (HC).

MEMBERS ABSENT: Bill (CC), Dean (WL), Eychaner (CH), Fane (LP), Hotchkiss (LP), Johnson (LP), Magierski (HR), Maine (TF), McSweeney (HD), Metzger (BL), Nelson (KR), Nitch (BL), Regan (CH), Slanicky (PC), Solheim (KR), Tepen (UT).

- I. **Welcome** – Tedder (PC) began the meeting and welcomed everyone.
- II. **Roll Call for Attendance** – The Zoom attendance report for the meeting will be used instead of a roll call.
- III. **Review Agenda for Additions/Corrections** – No changes were made to the agenda.
- IV. **Approval of Minutes from April 11, 2024**

Brozovich (RP) moved, and Sangston (MA) seconded to approve the minutes from the April 11, 2024, minutes with one correction. Motion passed.
--

- V. **Welcome New MARC Members** - We welcomed our new MARC members who have the completed the BAMB (Becoming a MARC Member) class. Rebecca Eychaner / Cherry Valley, Tracy Evans / Sycamore, Madison Ward / Yorkville, Jen Finnerty / North Chicago, Joanna Mladic / North Suburban (refresher), and Ashley Swanson / Coal City (refresher). Congratulations to all. We have two new members currently in training.
- VI. **Pending Projects/Updates and Discussion** – None.
- VII. **New Topics**
 - a. **Diacritics** – If the diacritics are included in the 1xx field, add Romanized form to 7xx field so those terms can be indexed in the system as well. In Sierra, the system does not de-dup before displaying the results. The same record will be displayed multiple times because it is searching in more than one place (1xx, 7xx, 8xx). The character set in OCLC should be set to UTF-8 for diacritics to display correctly in Sierra. In Connexion, go to **Tools > Export (tab) > Record Characteristics > Character Set = UTF-**

8 Unicode. If you see an author that is not displaying correctly, report it so it gets updated, or you can fix it yourself if you are able to do so.

b. Local 690 Headings – The local 690 headings were discussed at the August 8, 2024, 9:30 am Technical Services Committee meeting. We are creating a list of approved 690 headings to be used for special collections. This list will be posted on the PrairieCat support site. They will be formatted similarly to the local authors:

- “2nd indicator = 7”
- “[Library] [Approved Subject Heading]”
- “|2 = “local”

VIII. Reminders

- a. Statistics** – Please send your monthly statistics in a timely manner. If you expect being out of office during reporting time, please have stats sent prior to first of month. The form for statistics is available on the PrairieCat support site. Tedder (PC) takes care of the On Order statistics, so you do not need to do those.
- b. Updates to Bibliographic Records** – When updating MARC records with ISBN's, paging, etc., make sure the master record in OCLC gets updated.
- c. 6xx Headings** – With revised load tables in Data Exchange, manually removing unwanted 6xx fields is no longer required. Be sure to have the most updated validation table selected (v. 6) and utilized.
- d. MARC Report** – Many elements that are flagged in MARC Report to be edited or removed are being kept “as is”, indicating that MARC Report is not being used. MARC Report is to be used for ALL incoming records loaded into Sierra. See MARC Report on the PrairieCat support site for the alerts & messages manual as well as installation and user guides.
- e. GMDs and Material Types** – Help Desk tickets are on the rise reporting incorrect GMDs and material types. Please review bibliographic records carefully while processing in MARC Report to decide proper GMDs/material types as well as the guidelines for preloaded materials located on the PrairieCat support site under Technical Services Policies.
- f. Conversion of Large Print Publisher Series Statements to 500 Note** – PrairieCat staff found numerous bibliographic records where the publisher series statements for large print were converted to 500 notes as instructed; however, indicators were retained from the 490/8xx. If you have both a 490 and an 8xx tag, delete the 490 tag and convert the 8xx tag to a 500 tag and remove the indicators. If you have only the 490 tag, convert the 490

tag to a 500 tag and remove the indicators.

g. Removal of 010 Starting with “bl...” – Remove the 010 tag starting with “bl...” from the master record in OCLC. These do get flagged in MARC Report. Remove the entire line.

h. Review of OCLC’s Quality Assurance (chapter 5) – It would be a good practice if we all reviewed section 5 in OCLC’s Bibliographic Standards and Formats. There are some things that should not be changed in the master record.

IX. Questions, Comments, Etc. – None.

X. Next Meeting - Thursday, October 10, 2024. The meeting will be held via Zoom 11:15 am – 1:00 pm.