PrairieCat MARC/MARC Trainees Catalogers Meeting
Draft Minutes
February 13, 2025

ATTENDANCE: Bonny (PC), Brown (FR), Brozovich (RP), Chapman (RL), Dean (WL), Elsner (HC), Evans (SY), Eychaner (CH), Fane (LP), Fine (PR), Finnerty (NCK), Grega (CC), Groth (EM), Hotchkiss (LP), Johnson (LP), Landis (PC), Magierski (HR), Metzger (BL), Mladic (LP), Ni (KR), Nitch (BL), Regan (CH), Sangston (MA), Sciacky (MK), Shippy (MX), Slanicky (PC), Swanson (CC), Tedder (PC), Tepen (UT), Thomas (RP), Totton Schwarz (WO), Zanelli (PC).

GUESTS: (None).

MEMBERS ABSENT: Bill (CC), Linnell (WL), Maine (TF), McSweeney (HD), Nelson (KR), Ward (YK).

1. **Call to order/welcome** – Tedder (PC) began the meeting and welcomed everyone.

   Note: A committee member inquired about a discrepancy regarding the meeting time. The agenda indicated the meeting was scheduled from 11:15 am to 1:00 pm, while the Zoom calendar reflected the time as 11:15 am to 12:00 pm. After discussion, it was agreed that the meeting could be concluded in 45 minutes.

2. **Roll call for attendance** – The attendance will be taken from the Zoom attendance report.

3. **Review agenda for addition/changes** – Item 9.4 "**On-Order/Vendor Records**" was added to the agenda.

   > Motion made by Dean (WL), seconded by Sangston (MA), to approve changes to the February 13, 2025, agenda. Motion approved.

4. **Approve minutes for August 8, 2024, MARC member and trainees meeting.**

   > Motion made by Totton Schwarz (WO), seconded by Brozovich (RP) to approve the minutes from the August 8, 2024, meeting as written. Motion approved.

5. **Welcome new MARC members** - Congratulations and welcome to our new MARC members Jacob Brown/Fossil Ridge (FR) and Lisa Elsner/Highland Community College (HC).

6. **MARC member and trainee guidelines** – Tedder (PC) shared her screen and reviewed the information on the PrairieCat support site. As MARC members and as trainees, it is essential to follow the established guidelines regarding the competencies and participation. One of these guidelines requires MARC members and trainees to regularly attend and actively participate in both the PrairieCat Technical Services Committee and MARC meetings. Please take a moment to review the guidelines outlined on the PrairieCat support site.

7. **Pending projects/updates and discussion** – None.

8. **New topics**

   8.1. **Vega – Wrong Image Source** – Tedder (PC) demonstrated "**Inspect**" to identify source image. If the image is incorrect for the roll-up in Vega, you can find the offending record by right clicking on the image and left clicking on **Inspect**. On the 2nd pop-up, **Elements** tab, look for the blue highlighted text. It won't allow you to copy and paste here. Right click and choose Edit as HTML and then you can copy the ISBN/UPC and search in Sierra for which record is being described. For UPC codes, one solution is to insert a zero to the beginning of a 12-digit UPC number to make it a 13-digit number, but this will result in the UPC code becoming unsearchable, so this is not recommended. One can switch the 024 tag to 028 (another manufacturer number) and it will still be searchable as a standard number in Sierra. This will remove the offending image from the record. It takes overnight for the record to be re-ingested and for changes to take effect.

   Totton Schwarz (WO) asked if Vega takes the first code it goes to for the image? This varies. It can be the newest bib introduced into the system, but not always. Not the newest pub date, but greater likelihood that it's the newest bib to the system.

   8.2. **WhaZoodle! – New Material Type and GMD** - Playaway has introduced a new product, WhaZoodle! a preloaded speaker that contains podcasts, music, short stories, interactive games, and more. PrairieCat has decided on a new material type of "**ps PRELOADED SPEAKERS**" for this product. However, the General Material Designation (GMD) has not yet been decided.

   There are a couple of options to consider:

   - "Electronic Resource" – This would align with the formatting used for preloaded tablets, reflecting the variety of components (audio, interactive games, etc.) available on the device.

- "Sound Recording" – This would focus on the fact that all the components are audio-based, emphasizing the audio nature of the content.

The committee has voted to use a GMD of |**hsound recording]**. Use bib type **i** and form **q**. Tedder (PC) is in the process of creating a guidelines document for WhaZoodles.

> Motion made by Brozovich (RP), seconded by Shippy (MP) for the GMD code for preloaded speakers to be [sound recording]. Motion approved.

9. Reminders

9.1. |1 URI in 1xx, 6xx, & 7xx - In the April 11, 2024, meeting, it was voted to retain the **|1 URI (Uniform Resource Identifier)** in the 1xx, 6xx, & 7xx fields; however, it has been noted that the load tables in Sierra are stripping out the **|1** from the 1xx fields and PrairieCat staff are working to resolve it. It was decided not to worry about the presence/absence of the **|1 URI (Uniform Resource Identifier)** in the 1xx field, because most of the records in the database do not have this URI coding.

9.2. TV Show/Celebrity Book Club series - Additionally, during the April 11, 2024, meeting, there was discussion regarding the treatment of TV Show/Celebrity Book Club statements, specifically whether they should be classified as notes or series. It was agreed to categorize them as series statements moving forward. However, there was consensus that previously loaded records with these statements in the notes field should not be revised. If you see it as a note and want to change it, you can change it to a series statement. It was asked if there was a list of series titles. A list is not available currently. Most series information is in an 830 tag and are the same as in a 490 tag. Slanicky (PC) will assist Tedder (PC) in creating a list to be added to the PrairieCat support site. Send series titles to john.slanicky@prairiecat.org.

9.3. Guideline for editing audio-enabled book records - It has come to our attention that some MARC members are not editing records prior to importing them into Sierra, particularly with audio-enabled books. Guidelines for audio-enabled books, preloaded videos, audiobooks, and tablets can be found on the PrairieCat support site. It is essential for all MARC members to utilize MARC Report and follow the procedures outlined in our guidelines and Technical Services Policies.

We have addressed this issue multiple times, and moving forward, we may need to revoke MARC privileges for members who do not adhere to the established protocols. Not only is it inefficient to have to edit records multiple times, but it also places an unfair burden on others who must clean up these records to meet PrairieCat standards.

MARC Report version 2.63 has just been released. The vendor maintains a wiki that tracks changes to the software and provides a link to get the latest version. This information can be found on PrairieCat's support site under the MARC Report install guide. Remember one can do a keyword search on the support site to quickly find desired information.

Local guidelines for MARC Report are in validation table version 6. To check, in MARC Report go to **Options** > **Validation**. On the right side, under **Local Validation Data**, look under **Current Set**. It should say **PRAIRIECATVALIDATIONS V.6**. If not, click on the drop down and you should see a minimum of two options, DEFAULT and PRAIRIECATVALIDATIONS V.6. Search your email for LVT, which should bring up Tedder's (PC) emails. June 2024 was the latest updated version (V. 6). If you don't see the email, check your spam folder. Tedder (PC) will send the email out again.   The last time it was on the PrairieCat support site, people had trouble downloading the file, but that problem may be fixed now, so Tedder (PC) will try putting it on the PrairieCat support site again.

For anyone experiencing issues with the MARC Report or who would like to review the guidelines and/or policies, please don't hesitate to contact Tedder (PC) privately after the meeting.

Fine (PR) asked about signatures when pulling in records from OCLC. Tedder (PC) stated insertion of a 900 tag for the signature stamp (initials, library code, date) is to be in every record imported by MARC members.

9.4. **On-Order/Vendor Records** - A friendly reminder regarding on-order records. The following problems are being reported:

1. Member libraries have reported instances where on-order items are linked to brief vendor/on-order bibliographic records and/or on-order item records, while item records for the same library are linked to fully cataloged bibliographic records. Additionally, these on0order items are not coded as d/w. The library that initially created the on-order record is responsible for updating the record within one week of receiving and processing the item.

2. Duplicate OCLC records in Sierra are typically caused by the use of the 949-overlay command to replace a specific bibliographic or o0rder record, instead of matching on the OCLC accession number in the 001 tag. This situation arises when an identical, fully cataloged OCLC record has already been imported into Sierra. Although overlaying in this manner is permissible, it is crucial to conduct a thorough review to identify and address any duplicate records. Furthermore, staff with limited permissions should exercise caution when receiving items, carefully reviewing them for potential duplicates and reporting any findings to you as a MARC member. The recommended method of

overlaying is to match based on the 001 tag, allowing the system to correctly identify existing matching bibliographic records in Sierra.

3. The 001 tag in the on order/vendor record is either:

1. Partially edited with only the OCLC prefix, or

2. Not updated to the OCLC accession number at all.

As a result, the daily 019 report sent to PrairieCat staff unintentionally captures these records, requiring PrairieCat staff to correct them. Please take a few extra minutes to make sure the 001 tag is replaced with the OCLC number and instruct your staff to do the same to ensure that the record is overlaid correctly.

10. BYPT "Bring Your Problems Time" – No problems were presented.

11. Review of meeting, what worked and what did not – There were no comments or suggestions.

12. Questions, comments, etc. – None.

13. Adjournment – The meeting was adjourned at 12:33 pm.

14. Next meeting – Thursday, April 10, 2025, via Zoom @ 11:15 AM