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## **PrairieCat Technical Services Committee**

### **Agenda**

### **February 12, 2026**

The Technical Services Committee will meet on Thursday, February 12, 2026, 9:30 AM to 11AM via Zoom.

Register to attend the meeting <https://support.prairiecat.info/events/prairiecat-technical-services-committee-meeting-2026-02-12>)

1. Call to order/welcome
2. Roll call for attendance
3. Review agenda for addition/changes
4. Approve minutes for June 12, 2025, Technical Services Committee meeting
5. Pending products/updates and discussion
  - 5.1. Discussion, Mitinet /BestMARC
6. New topics
  - 6.1. Discussion, Sierra update 6.4
  - 6.2. Discussion, Training server refresh & upgrade 6.5
  - 6.3. Discussion, Circulation Committee meeting
  - 6.4. Discussion, TSUG contact list/L2 Calendar
  - 6.5. ACTION: Approve bootleg/unauthorized video releases policy to TSUG policy and procedures manual
  - 6.6. ACTION: Approve Artificial Intelligence policy addition to TSUG policy and procedures manual
  - 6.7. Discussion, Amazon vendor records
7. Member events
  - 7.1. IUG
8. BYPT “Bring Your Problems Time”
9. Ideas for “Did you know?”
10. Review of meeting, what worked and what did not
11. Questions, comments, etc.
12. Adjournment
13. Next meeting – Thursday, April 9, 2026 via Zoom @ 9:00 AM

MARC/MARC-trainee Catalogers meeting to follow Technical Services Committee meeting. (Zoom session will be open @ 11:00 AM but meeting will start at 11:15 AM)

**PrairieCat Technical Services Committee**  
**FY2026**

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

Tier 1 public libraries – 1 seats

Tier 2 public libraries – 1 seats

Tier 3 public libraries – 1 seats

Academic/Special/School libraries – 1 seat

At-Large members – 7 seats

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

Each member shall serve a term of three years. Members may serve only three consecutive elected terms.

Appointments to cover members departing before the end of their term do not count against the consecutive term limitation (\*special election are not required. The Committee can appoint them for the rest of this fiscal year and then they will be on the ballot next year)

In cases where we have no nominees to fill a seat, the size of the committee shall be adjusted until the next election cycle.

<b>Seat</b>	<b>Name</b>	<b>Email</b>	<b>Library</b>	<b>Term Expires</b>
At Large	Elaine Chapman	emchapman@reddicklibrary.org	Reddick PL (RL)	Jun 30, 2027
Tier 1 Public	Deborah Shippy	dshippy@molinelibrary.org	Moline PL (MX)	Jun 30, 2026
At Large	Eric Linnell	elinnell@wilmingtonlibrary.org	Wilmington PLD (WL)	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, 2028
Tier 2 Public	Stephanie Schriner	sschriner@lions-online.org	Kankakee Public Library (KK)	Jun 30, 2028
At Large	Tracy Evans	tracye@sycamorelibrary.org	Sycamore PL (SY)	Jun 30, 2028
Tier 1 Public	Kim Brozovich	brozovich.kimberly@rigov.org	Rock Island Public Library (RP)	Jun 30, 2027
Tier 3 Public	Jennifer Finnerty	jenniferf@ncplibrary.org	North Chicago Public Library (NC)	Jun 30, 2028
At Large	Jennifer Lemke	jenniferl@dkpl.org	DeKalb Public Library (DK)	Jun 30, 2028
Academic/Special /School	Stephanie Nissen	snissen@rockford.edu	Rockford University (RU)	Jun 30, 2027

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

3 terms expiring 2027: Kim Brozovich, Elaine Chapman, Stephanie Nissen

5 terms expiring 2028: Alice Groth, Stephanie Schriner, Tracy Evans, Jennifer Finnerty, Jennifer Lemke

**PrairieCat Technical Services Committee**  
**Draft Minutes**  
**June 12, 2025**

**ATTENDANCE:**

**Members Present:** Bonny (PC), Brozovich (RP), Chapman (RL), Dean (WL), Evans (SY), Finnerty (NC), Groth (EM), Landis (PC), Lemke (DK), Linnell (WL), Nissen (RU), Shippy (MX), Slanicky (PC), Tedder (PC), Zanelli (PC)

**Members Absent:** Shippy (MX)

**Guests:** Brown (FR), Elsner (HC), Fine (PR), Grega (CC), Hancock (LP), Hotchkiss (LP), Jones (RP), Kozinski (DK), McSweeney (HD), Mladic (LP), Ramirez (DK), Regan (MN), Sangston (MA), Swanson (CC), Thomas (RP), Ward (YK)

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**1. Call to Order / Welcome**

The meeting was called to order at 9:31 am.

**2. Roll Call for Attendance**

**3. Review of Agenda for Additions or Changes**

No changes were made.

Motion by Nissen (RU), seconded by Brozovich (RP), to accept the June 12, 2025, agenda as presented. Motion approved.

**4. Approval of Minutes from February 13, 2025**

Motion by Dean (WL), seconded by Brozovich (RP), to approve February 13, 2025, minutes as written. Motion approved.

**5. Committee Election Results**

**Tier 2 (2 Seats):**

- Alice Groth, East Moline Public Library
- Stephanie Schriner, Kankakee Public Library

**Tier 3 (1 Seat):**

- Jennifer Finnerty, North Chicago Public Library

**At Large (2 Seats):**

- Tracy Evans, Sycamore Public Library
- Jennifer Lemke, DeKalb Public Library

**6. Pending Products and Updates**

## **6.1. Member Forums**

Forums are available on the PrairieCat Support Site. To receive email updates, users must subscribe to the forum. Members can post messages, ask questions, and receive replies from other members or staff.

## **6.2. NetSupport Notify (NSN)**

Ensure NSN is installed on all workstations. Instructions and the download link are available on the PrairieCat Support Site under Software Downloads.

NSN typically displays notifications for all user logins, both current and new. If notifications are missed due to workstation use across shifts or closed windows, staff are encouraged to communicate important updates directly with their colleagues.

## **7. Membership Updates**

Mills & Petrie Memorial Library and Gymnasium upgraded from Union List to Basic Online and went live on May 29, 2025. Putnam County schools are working on entering the collection of their fourth (elementary) building. The building's collection will be non-holdable until their go-live.

## **8. New Topics**

### **8.1. Innovative Mobile App**

The Delegates Assembly approved the contract for the Innovative Mobile App. PrairieCat staff will collaborate with Innovative to implement the app and will develop training and marketing materials. A launch is estimated for fall 2025. Libraries that opted in should complete the forms previously emailed to the list. Questions should be submitted via help desk ticket.

### **8.2. Vega Discover Courses**

Courses are now available on Talent LMS. These courses assist libraries in customizing their Vega sites. Available courses include:

- Vega Discover Basics
- Vega Discover Showcases
- Vega Discover Site Admin
- User Roles and Home Builder Page

## **9. Member Events**

### **9.1. PUG Day 2025**

PUG Day 2025 will be held in person on Friday, September 26, 2025, at the Bend XPO in East Moline, IL. Only 30-minute session proposals will be accepted. Registration and session details will be announced in mid-June.

### **9.2. New Director Welcome**

A Zoom session for new directors will take place on Wednesday, June 25, 2025, from 10:00 to 11:00 AM. Event and registration information is available on the PrairieCat Support Site under "Events & Meetings."

### **9.3. IPLAR Q&A Sessions**

Multiple sessions are available via Zoom. Registration details are posted on the PrairieCat Support Site under “Events & Meetings.”

## **10. Reminders**

### **10.1. Cataloging Forms**

Cataloging forms are available under Resources > Forms on the PrairieCat Support Site. A login is required to access them.

Some users have been submitting images in place of completing the text fields, which are often difficult to read. Please provide detailed and complete information in all required fields. Some forms may also require supporting documentation to be scanned and attached.

Upon submission, a help desk ticket is automatically created. Monitor your inbox (including junk or spam folders) for follow-up. Timely responses help ensure quick resolution.

A form titled Custom Cover Images in Vega is available and is currently the most recent addition to the cataloging forms. While it was introduced in August 2024 and is not new, it may be unfamiliar to some members. This form allows PrairieCat staff to assign custom cover images within the Vega interface.

## **11. BYPT – "Bring Your Problems Time"**

### **11.1. Material Types**

All material types, including those for large print and board books, should be reviewed for accuracy. If any errors are found, submit a help desk ticket for correction.

## **12. “Did You Know?” Suggestions**

Send suggestions for the “Did You Know?” feature to [melisa.landis@prairiecat.org](mailto:melisa.landis@prairiecat.org).

## **13. Meeting Review**

No feedback was provided regarding what worked or what did not.

## **14. Questions and Comments**

### **14.1. NetSupport Notify (NSN)**

A question was raised regarding NSN, as noted in section 6.2. NSN is not new and should already be installed on staff computers. It provides on-screen alerts when system issues arise. The Quick System Status section on the PrairieCat Support Site also provides updates. Green indicates normal status, while red signals problems.

Link: <https://support.prairiecat.info/>

## **15. Adjournment**

The meeting adjourned at 9:54 am

## **16. Next Meeting**

Thursday, August 14, 2025, at 9:00 AM via Zoom

**Subject:** [ DRAFT] Alert: PrairieCat policy update - acquisition & verification of video recordings

**Action:** Informational

PrairieCat has introduced a new policy for the acquisition and verification of video recordings (DVDs, Blu-rays, and other media) to prevent pirated or bootleg copies from entering our shared catalog.

Although counterfeit media often display poor playback quality, many bootlegs today are sophisticated and difficult to identify. Even discs with shrink-wraps, marketing stickers, or professional artwork can be illegitimate. These materials violate copyright law and compromise both catalog integrity and patron experience.

To help staff identify and prevent counterfeit items, please review and follow the policy below.

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## **PrairieCat Policy: Acquisition and Verification of Videorecordings**

### **Purpose**

To ensure all video recordings cataloged in PrairieCat are legitimate, studio-issued products, authorized reproductions.

### **Policy Overview**

If a video recording cannot be verified through official databases or appears suspicious, PrairieCat will make the final determination on whether the title is legitimate for catalog inclusion.

Suspected counterfeit titles may be removed or suppressed from the shared catalog.

*PrairieCat staff will determine whether a locally created, self-produced, or self-published videorecording is eligible for inclusion in PrairieCat's shared catalog.*

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### **Recommended Vendors (use with caution)**

While the following distributors are recognized and generally reputable, bootlegs can appear anywhere, even though they are seemingly reliable sources. Libraries must verify every title before cataloging.

- Midwest Tape – Library-exclusive distributor

- Alliance Entertainment – Authorized distributor for major studios
- Studio Distribution Services (SDS) – Warner Bros. & Universal joint venture
- Shout! Studios (Shout! Factory) – Licensed boutique distributor
- Mill Creek Entertainment – Authorized studio/independent distributor
- CAV Distributing Corp. – Licensed manufacturer/distributor

⚠ Always use caution, even with approved vendors. Marketplace sellers (eBay, Walmart Marketplace, Amazon Marketplace) and sellers such as Media Mania Collections have known issues with bootlegs.

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## **Verification Resources**

Before purchasing or cataloging, confirm official release data using one or more of the following trusted resources:

- <https://www.dvdsreleasedates.com/>
- <https://www.newdvdreleasedates.com/>
- <https://www.blu-ray.com/>

If no release date or official listing is found, or if the seller source appears questionable, do not catalog the title and contact PrairieCat Support for verification assistance.

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## **Identifying Possible Bootleg Copies**

Even professional-looking packaging can hide counterfeit discs. Be alert for these signs:

1. Missing Booklets – Official box sets usually include printed inserts or booklets. Missing materials often signal unofficial origins.
2. No Replacement Support – Authorized sellers can replace damaged or defective discs. Bootleg sellers typically cannot.
3. Playback Problems – Bootleg discs are often poorly authored; episodes skip, cut out, or fail to load.
4. Poor Video or Audio Quality – Counterfeit discs compress content from dual-layer sources to single-layer, reducing picture and sound quality.

5. Region Coding – Official U.S. releases are Region 1. Region-free discs may indicate counterfeits.

6. Disc Size – Authentic DVDs are typically dual-layer (8.5 GB); counterfeit discs are usually single-layer (4.7 GB).

Reminder: Shrink-wrap, retail stickers, and packaging alone do not confirm authenticity.

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### **Reporting and Support**

If your library encounters a questionable video recording:

- Do not catalog or circulate it.
- Contact PrairieCat Support at [Insert email].
- Provide the title, vendor, order number, and verification findings.

PrairieCat staff will review and confirm legitimacy before inclusion in the shared catalog.

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Thank you for your continued diligence in maintaining the quality and legality of PrairieCat's shared collections. Your attention to these details protects both your patrons and the consortium's reputation.

## **PrairieCat Technical Services Users Group [DRAFT]**

### **Artificial Intelligence Use Policy**

#### **Purpose**

The purpose of this policy is to provide guidance to PrairieCat member library staff participating in the Technical Services Users Group on the responsible, ethical, and effective use of Artificial Intelligence (AI), including Generative Artificial Intelligence, in Technical Services workflows. This policy supports PrairieCat's mission to provide accurate, equitable, and transparent library services while safeguarding member data, staff accountability, and public trust.

#### **Scope**

This policy applies to PrairieCat member library staff who use, recommend, or evaluate AI tools as part of Technical Services activities, including but not limited to cataloging, metadata creation, authority control, acquisitions, database maintenance, documentation, and workflow analysis.

This policy applies only to AI use connected to PrairieCat systems, data, or Technical Services work and does not govern personal or non-PrairieCat-related use.

#### **Definition**

**Generative Artificial Intelligence (Generative AI)** refers to software or system functionality that uses large language models, machine learning, or deep learning to generate new content such as text, images, code, audio, or video, or to transform input into another format (e.g., text-to-code or text-to-metadata tools).

#### **Guiding Principles for Technical Services Use**

Technical Services staff using AI tools shall adhere to the following principles, consistent with PrairieCat's Ethical Artificial Intelligence Policy:

##### **1. Service-Centered Innovation**

AI tools may be explored and used to improve efficiency, consistency, and quality of Technical Services work. Experimentation should be responsible, documented, and focused on improving service to PrairieCat member libraries and patrons. AI outputs must not replace professional judgment or established standards.

##### **2. Human Oversight and Accountability**

AI-generated output must always be reviewed by qualified staff before being used in PrairieCat systems or shared externally. Technical Services staff remain fully responsible for the accuracy, appropriateness, and compliance of any AI-assisted work.

### **3. Transparency**

When AI tools are used in a substantive way in Technical Services workflows, this use should be disclosed to relevant stakeholders, including PrairieCat staff and users groups as appropriate. Documentation of workflows should clearly indicate where AI tools are used.

### **4. Bias, Harm Reduction, and Fairness**

AI tools must not be used in ways that introduce or perpetuate bias in cataloging, classification, subject analysis, or metadata creation. Staff should critically evaluate AI-generated content for bias, harmful language, or inequitable representations and correct issues prior to use.

AI tools must not be used to discriminate against individuals or groups based on race, ethnicity, gender, age, religion, disability, or other protected characteristics.

### **5. Privacy and Confidentiality**

PrairieCat values the confidentiality of library records and staff data. Technical Services staff shall not enter personally identifiable information, patron data, vendor financial details, or other sensitive or confidential information into AI systems unless explicitly approved and compliant with the Illinois Library Records Confidentiality Act and PrairieCat policies.

Public-facing AI tools should be assumed to retain or reuse input unless documented assurances state otherwise.

### **6. Security and System Integrity**

AI tools must not compromise the security, integrity, or availability of PrairieCat systems or data. Staff should not connect unauthorized AI tools directly to PrairieCat systems or upload PrairieCat data to external platforms without approval.

#### **Acceptable Uses in Technical Services**

Examples of appropriate AI use include, but are not limited to:

- Drafting internal documentation or workflow descriptions
- Assisting with non-final metadata suggestions for staff review

- Generating training examples or practice records
- Analyzing patterns in non-confidential data sets
- Drafting code snippets or scripts for review and testing

### **Unacceptable Uses**

AI tools may not be used to:

- Enter or process patron records or confidential data
- Automatically create or modify production catalog records without human review
- Make authoritative decisions on classification, subject headings, or access points without staff validation
- Circumvent PrairieCat policies, vendor agreements, or professional standards

### **Attribution and Disclosure**

If AI-generated text, images, or code are used substantively in Technical Services documentation, training materials, software, or shared tools, attribution to the AI system used is required. Code generated by AI that supports important or critical functions must include attribution in comments and documentation.

### **Compliance**

Compliance with this policy is expected of all Technical Services Users Group participants. Concerns about AI use, data privacy, or policy violations should be reported to PrairieCat leadership. Failure to comply may result in restriction of access to PrairieCat systems or other actions consistent with PrairieCat policies.

### **Review and Updates**

This policy will be reviewed periodically by PrairieCat in coordination with the Technical Services Users Group to ensure alignment with evolving technology, professional standards, and legal requirements. Training and procedural guidance may be updated as needed.