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PrairieCat Technical Services Committee
Agenda
November 5, 2026

The Technical Services Committee will meet on Thursday, November 5, 2026, from 10 AM to 12 PM via Zoom.

Register to attend the meeting (https://support.prairiecat.info/events/prairiecat-technical-services-committee-meeting-2026-08-13)

1. Call to order/welcome
2. Roll call for attendance
3. Review agenda for addition/changes
4. Approve minutes for August 13, 2026, Technical Services Committee meeting
5. New topics
    5.1. Changes to the PrairieCat Technical Services Committee meetings
        5.1.1. Review proposed quarterly meeting frequency and the FY27 schedule.
        5.1.2. Discuss annual participation requirements
6. Adjournment
7. Next meeting – November 12, 2026, pending approval of the proposed quarterly meeting schedule.

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PrairieCat Technical Services Committee
Draft Minutes
August 13, 2026

ATTENDANCE:

MEMBERS PRESENT: Bonny (PC), Brozovich (RP), Chapman (RL), Evans (SY), Fane (LP), Finnerty (NC), Groth (EM), Landis (PC), Lemke (DK), Schriner (KK), Slanicky (PC), Tedder (PC).

MEMBERS ABSENT: Dean (WL), Elsner (HC), Nissen (RU), Zanelli (PC).

GUESTS: Berkley (MX), Brown (FR), Burdelik (NL), Collins (NL), Eychaner (CH), Fine (PR), Grega (CC), Jinkins (CH), Jones (RP), Kozinski (DK), Mladic (LP), Ramirez (DK), Shippy (MX), Swanson (CC), Thomas (RP), Totton Schwarz (WO).

1. **Call to order/welcome**

2. **Roll call for attendance**

3. **Review agenda for addition/changes**

   No additions or changes were made to the agenda.

4. **Approve minutes for June 11, 2026, Technical Services Committee meeting**

   The following motion was made:
   - **Motion to approve the minutes with corrections:** Brozovich (RP)
   - **Seconded by:** Groth (EM)
   - **Vote result:** Motion passed with no opposition

5. **Pending products/updates and discussion**

   There were no pending products or updates.

6. **New topics**

   6.1 Discussion: Phasing out physical media collections

   6.1.1 Survey Background

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This topic was originally posted on the Cataloging Forum, but no responses were received. PrairieCat then distributed a survey through RAILS FastFacts to learn how member libraries are handling the transition from physical media to digital.

6.1.2 Key Survey Findings

- Most libraries are in a transitional phase, maintaining mixed physical AV collections, such as DVDs CDs, and audiobooks while digital demand increases and physical circulation declines.

- A majority are already transitioning or planning to transition to digital, generally through a gradual approach.

- Common digital offerings include streaming video, audiobooks, music, and digital publications.

- Primary drivers include increased digital demand, declining physical circulation, space and cost considerations, and reduced access to playback devices.

- Libraries continue to weed and downsize physical media based on circulation, condition, and digital availability; few have completely eliminated formats.

- Key challenges include limited internet access, difficulty using digital platforms, continued preference for physical materials, and accessibility concerns, particularly for older patrons.

- Most libraries provide staff support and guidance for digital services. Continued reduction of physical AV collections is expected, with an emphasis on expanding digital access while maintaining access equity.

6.1.3 Pertinent Member Discussion:

- North Suburban and Princeton reported no plans to phase out DVDs. Princeton is no longer actively purchasing music CDs or audiobook CDs.

- Reddick reported no new music CDs or audiobook CDs purchased in more than a year. DVD purchasing remains active because some patrons in the lower-income service area lack reliable internet access. The library circulates approximately 40 hotspots and recently began offering video games.

- Woodstock was beginning to add Tonies. Members reported strong demand for Tonies, children's Playaways, and Wi-Fi hotspots, with these items often unable to remain on the shelves.

- North Chicago has begun purchasing 4K Blu-rays and purchased a Blu-ray player for its Library of Things collection. Woodstock has also begun purchasing 4K.

- 4K discussion: 4K provides higher-quality video and requires a 4K-capable device to view the enhanced quality. 4K players can also play regular Blu-ray and, generally, DVD discs, whereas standard players cannot play 4K discs. Members noted that many 4K releases are previous releases of classic films.

6.1.4 System Update / Action Item

PrairieCat confirmed that **Blu-ray Disc 4K** is available as a material type and added the **Combo 4K** and **4K Blu-ray** material types. Member catalogers can use the available material types.

6.2 Serial holdings project

6.2.1 Project scope and background

- PrairieCat will begin a Sierra Serials Holdings cleanup project in late August or early September.

- Holdings are an optional Sierra feature used to display a library's retained issues or volumes for ongoing magazines, periodicals, and newspapers. Holding records are linked to bibliographic records and provide information to patrons through the OPAC.

- Staff turnover has resulted in many holdings records not being maintained. Specialized training is required before staff receive permission to create, maintain, or delete holdings records.

- PrairieCat staff will review holdings individually and provide each library with a report of records requiring review. Reports will list titles with

holdings attached, so they may not represent every magazine or subscription owned by the organization.

6.2.2 Cleanup/Vega integration

Member libraries will verify the accuracy of their holdings statements, make needed updates, and may request batch deletion when holdings are no longer used. Vega Discover has a new feature that will incorporate call numbers into holding statements. PrairieCat wants to complete the cleanup before enabling this feature.

6.2.3 Eligibility & Training

The Serials Control function is generally available only to Fully Participating libraries. Some Basic Online libraries have grandfathered access to the Serials module. Union List libraries generally do not use the holdings functionality, although some Union List libraries currently have holdings associated with shared accounting/serials units. PrairieCat will review these existing holdings records as part of the cleanup project.

A library may have a holdings record without serial cards, but serial cards cannot be used without a holdings record.

The required LMS training is a three-part series: two videos followed by a Zoom session with Tedder (PC). Staff without an LMS account can create one and add the courses.

7. Member events

7.1 PrairieCat Users Group Day – September 24 & 25, 2026 – Virtual conference

This year's PrairieCat Users Group Day will be a two-day virtual event on September 24 and 25, 2026.

Information about PUG Day can be found here: https://prairiecat.libguides.com/pugday2026

8. BYPT "Bring Your Problems Time"

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8.1 Light Novels & Cataloging

- Members discussed how to classify, shelve, and label light novels, which are text-heavy books with manga-style covers and are popular in teen collections.
- Examples included *The Apothecary Diaries*, *Ascendance of a Bookworm*, *One Piece* light novels, and *Lord of Mysteries*.
- Libraries currently use teen fiction shelving or local labels such as "Manga Novel"; no standard "Light Novel" label is available from Demco.
- The group discussed whether light novels should be cataloged as monographs or multi-volume records and how volume numbers should be represented.
- Members also discussed where "light novel" belongs in MARC records, but **no final cataloging standard was established**.
- The group agreed that cataloging should prioritize sound MARC practices rather than being driven by Vega's search/roll-up behavior.

Follow-up: Regarding light novels, PrairieCat staff will first review possible cataloging standards and workflows internally, then meet with member library catalogers to discuss recommendations and seek consensus. Libraries can continue sharing their local practices.

8.2 Tonies Processing

- Members discussed how to mark Tonies with ownership information and barcodes without interfering with the audio reader.
- Sycamore marks the library abbreviation and barcode on the **bottom of the Tonie with a fine-tip Sharpie**, which does not interfere with playback.
- Concerns included soft plastic, limited flat surfaces, chips, and potential damage from etching.

9. Questions, comments, etc.

9.1 Members withdrawing from PrairieCat

Dakota Schools and Trinity Medical Center withdrew from PrairieCat effective July 1, 2026. In July, their holdings were deleted from the database. Dakota Schools had

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two buildings. Members should remove these agencies from applicable lists or obtain updated lists from the support site.

Although these agencies are no longer PrairieCat participants, items belonging to them may still be returned through RAILS because they remain part of RAILS and can be found in L2.

PrairieCat reported that no items were checked out in Sierra at the time their collections were pulled, although stray items may still be in circulation.

10. Ideas for "Did you know?"

Please email any suggestions to Tedder (PC) for "Did You know?" at sandy.tedder@prairiecat.org.

11. Adjournment

12. Next meeting – Thursday, October 8, 2026, via Zoom @ 9:30 AM

PrairieCat Technical Services Committee
FY2027

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.

Seat	**Name**	**Email: techservcomm@prairiecat.simplelists.com**	**Library**	**Term Expires**
At Large	Elaine Chapman		Reddick PL (RL)	Jun 30, 2027
Tier 1 Public	Kristi Fane		North Suburban LD (LP/LR)	Jun 30, 2029
At Large	Lisa Elsner		Highland Community College (HC)	Jun 30, 2029
At Large	Tricia Dean		Wilmington PLD (WL)	Jun 30, 2029
Tier 2 Public	Alice Groth		East Moline PL (EM)	Jun 30, 2028
Tier 2 Public	Stephanie Schriner		Kankakee Public Library (KK)	Jun 30, 2028
At Large	Tracy Evans		Sycamore PL (SY)	Jun 30, 2028
Tier 1 Public	Kim Brozovich		Rock Island Public Library (RP)	Jun 30, 2027
Tier 3 Public	Jennifer Finnerty		North Chicago Public Library (NC)	Jun 30, 2028
At Large	Jennifer Lemke		DeKalb Public Library (DK)	Jun 30, 2028
Academic/Special /School	Stephanie Nissen		Rockford University (RU)	Jun 30, 2027

3 terms expiring 2027: Kim Brozovich, Elaine Chapman Stephanie Nissen
5 terms expiring 2028: Alice Groth, Stephanie Schriner, Tracy Evans, Jennifer Finnerty, Jennifer Lemke
3 terms expiring 2029: Kristi Fane, Lisa Elsner, Tricia Dean

PrairieCat Technical Services Users Group (TSUG)

Request for approval to be excused from annual participation

Use this form to request an exception to the expectation that each PrairieCat member library have a technical services representative participate in TSUG at least once per year.

Member library:

_____

Library director:

_____

Technical services contact:

_____

Date of request:

_____

Participation year:

_____

Requested by:

_____

Reason for requesting an exception

Please explain why the library is unable to participate in TSUG during the participation year:

_____
_____

_____
_____

_____
_____

Steps considered to support participation (optional)

For example, sending another staff member or participating remotely, if available:

_____
_____

_____
_____

Review and decision

Decision	☐ Approved ☐ Not approved ☐ More information requested
Conditions or comments	
Reviewed by	
Date	

Acknowledgment

Approval applies only to the participation year indicated above. The library should submit a new request for any subsequent year in which an exception is needed.