PrairieCat Technical Services Committee
AGENDA
June 9, 2022

The PC Technical Services Committee will meet Thursday, June 9, 2022, 09:30 AM - 11:30 AM Central Time via Zoom.

Register in advance for this meeting:

https://railslibraries.zoom.us/meeting/register/tJYucOquqzstHtdY_TXnhnnYFpN5doxTm8BP

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 April 14, 2022
- V.   FY23 election results
- VI. Pending Projects/Updates and Disscussion:
    - a. OCLC's WorldCat holdings update [Scan/Delete (holdings reset)]
    - b. "Off ramping" of items with Location **In-Process** VOTE
    - c. French Canadian Répertoire de vedettes-matière (RVM) headings (6XX_6) VOTE
- VII. Ideas for "Did you know"?
- VIII. Questions, comments, etc.

IX.   Adjourn

X.   **Next meeting is Thursday, August 11, 2022 via Zoom 9:30 a.m. – 11:00 a.m.**

MARC/MARC-trainee Catalogers meeting to follow Technical Services

Committee meeting.

ATTENDANCE:

MEMBERS PRESENT: Bonny (PC), Brozovich (RP), Chapman (RL), Conderman (MS), DeBord (YK), Diedrich (GA), Fane (LP), Fine (PR), Landis (PC), Mladic (RU), Shippy (MX), Slanicky (PC), Smith (PC), Tedder (PC), Totton-Schwarz (WO), West (RD), Zanelli (PC), Zurawicz (NL).

MEMBERS ABSENT: (None)

GUESTS: Absher (WL), Byford (NL), Groth (EM), Hanacek (PE), Hickey (SY), James (RU), Jones (MX), Kessler (CC), Kozinski (DK), Lawruk (SE), McSweeney (HD, Meiners (SR), Metzger (BL), Nitch (BL), Sangston (MA), Schlitz (EJ), Schriner (KK), Schulze (DK), Sciaky (MK), Tepen (UT), Thomas (MX), Yoeckel (SN).

I. **Welcome** –Shippy (MX) 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: October 14, 2021**

> Dean (WL) moved and Brozovich (RP) seconded to approve the minutes from the October 14, 2021 meeting with corrections. Motion passed.

V. **Pending Projects/Updates and Discussion:**

a. **Less Than 25 Items in Location Project**- The cleanup of locations with less than 25 items attached started with zero items attched. There were 204 locations removed for 68 libraries, with 190 to go. Every time you login to Sierra, the software loads the location tables. The more locations there are, the longer it takes to load. All locations with less than 25 items attached will be deleted. If your library has less than 25 items in a location, you will be contacted about moving the items to a different location.

b. **"Off ramping" of Items with Status IN-PROCESS (Lost & Paid will be going to Circ Committee)** – Slanicky (PC) read the procedure statement for IN-PROCESS items. There are currently 4,999 items with a status of IN-PROCESS. There are 69 items from 2020, 295 items from 2021, 232 from

January, and 398 from February. The In-Process status is holdable but it does not fill holds.

Proposed solution:

After 60 days, PC staff will change the status from IN-PROCESS to - AVAILABLE.

IN-TRANSIT status will be added to the next TSUG agenda to change the IN-TRANSIT status to - AVAILABLE after 60 days for the next meeting to vote on it to allow people time to think about it.

c. **ON-ORDER Records**- The topic of "ON-ORDER Records" came up while discussing the IN-PROCESS status.   When the IN-PROCESS report is run, it looks at the status of "IN-PROCESS" and the date the record was created. As such, the "ON-ORDER records" are ignored. Fine (PR) asked about removing the temporary PrairieCat items on new titles that were added to allow users to place holds. Once an item that allows holds is added to a record, the temporary PrairieCat item is no longer needed.   Landis (PC) cleans these up monthly.

VI. **Call for Nominees for the FY23 Election** – Tedder (PC) did a slide presentation on the FY23 election. See the meeting packet for more information. Union list library members can run for at large spots. Committee members can only serve for two consecutive terms. Terms held for less than six months do not count. Five terms expire on June 30, 2022 and need to be filled. Fane (LP) will become chair on July 1st. The committee will need a vice chair and will wait until all positions are filled before assigning a new vice chair. Nominations for committee members will taken until April 29, 2022. Elections will be held from May 9-20. Contact the nominating committee if interested in serving on the committee.

VII. **Spring Member Update** – Register now in L2 for the IN PERSON PC Member Updates during the week of April 18-22. Things are still being finalized. Save the dates. More details to come.

VIII. **PUG Day 2022 –** PrairieCat staff and the Engagment Committee are excited to announce that PrairieCat Users Group Day (PUG Day) will be on Thursday, September 22 and Friday, September 23.

IX. **End of School Year – Paging Lists** –Paging Lists for school member libraries will be turned off as of Monday, April 11, 2022. Beginning on that date, school library materials will not be holdable until School Paging Lists resume in the fall. Schools will still be able to request materials to fulfill their student's needs until the end of the school year. If a library has a hold on a title that is only owned by a school, it will not receive over the summer. It is highly discouraged to use an override to place a hold on a school item.

X. **Barcoding Small Items** – When dealing with very small items, the PC Circulation Committee is recommending to label or to write at least the last four digits of the assigned barcodes on the items in case they get separated from their packaging.

XI. **OCLC's WorldCat Holdings Update [Scan/Delete (holdings reset)]** – OCLC will perform a Scan/Delete on PrairieCat holdings, resyncing what PrairieCat members own to what is represented in the WorldCat database as being owned. The date of our extract was Monday, April 4, 2022 with the file being processed at OCLC starting the following Monday, April 11, 2022. The last time this was done was in 2014. Five systems are participating in this project. There is no need for member library staff to set their own holdings in OCLC. This is the second time that OCLC has provided this service for free.

XII. **OCLC Fees** – Members present asked if re-examining OCLC fees was part of this project. It was said at that time there was no discussion with OCLC regarding the re-examination of OCLC fees.

XIII. **French Canadian Répertoire de vedettes-matière (RVM) headings (6XX_6) –** This is the Canadian directory of subject headings in French. They are in a 6XX tag with a 2nd indicator of 6. In March 2022, OCLC announced an improvement project to enhance WorldCat data quality by controlling and enriching subject headings in individual bibliographic records. What this means for you is you will be seeing bibliographic records with French genre and subject headings. This does not mean the records are for French language materials or are French translations. Continue to review core elements to determine if the bib record is a match for your item. Tedder (PC) will do a survey on automatically chaning the IN-PROCESS status after 60 days and whether or not to strip out the RVM headings in the 6XX tags, 2nd subfield 6 and a final decistion will be voted on at the next meeting.

XIV. **Ideas for "Did you know"?** – No ideas were suggested. Members can email suggestions to PC staff. The PrairieCat eNewsletter has a "Did You Know"? topic each month. Topics can be Circulation or Technical Services related.

XV. **Questions, comments, etc.**

   a. **Vega** – It was asked when Vega would be available. Vega is the new OPAC product and is still being developed. No date has been set yet.

   b. **OCLC International ILL** - Landis (PC) asked how many PC libraries do international ILL lending or borrowing in OCLC. Fane (LP) rarely does, everyone else present at the meeting does not.

XVI. **Adjourn.**

XVII. **Next meeting is Thursday, June 9, 2022 via Zoom 9:30 am – 11:00 am. MARC/MARC-trainee Catalogers meeting to follow Techincal Services Committee meeting.**