



**PrairieCat Technical Services Committee
Approved Minutes
February 14, 2019
GoTo Training**

ATTENDANCE

GOTO:

MEMBERS: Bonny (PC), Brozovich (RP), Chapman (RL), Conderman (MS), Fine (PR), Landis (PC), Lien (PC), McSweeney (HD), Shippy (MX), Slanicky (PC), Tedder (PC), Zanelli (PC)

GUESTS: Breneman (CC), Calbow (UE), Clark (PE), Dean (WL), Groth (EM), Hickey (SY), Houchens (TR), Kessler (CC), Kozinski (DK), Maine (TF), Sangston (MA), Schulze (DK), Totton Schwarz (WO),

ABSENT: DeBord (YK)

- I. Welcome** – Fine (PR) welcomed everyone.
- II. Roll call for attendance**
- III. Review agenda for additions/corrections** – items were added to section XIII, other.
- IV. Approval of minutes from: October 18, 2018**

Sangston (MA) moved and Clark (PE) seconded to approve the minutes from the October 18, 2018 meeting with corrections. Motion passed.

V. Introduction of new PrairieCat staff

- a.** In the last 5 months, 3 PC staff have been added. Amanda Augsburger, Training and Outreach Coordinator, started September 24, 2018 and works out of the Coal Valley Service Center.
- b.** William Wilson, Senior Systems Specialist, started December 3, 2018 and works out of the Coal Valley Service Center.
- c.** Melissa Landis, Library Systems and Data Coordinator, started January 7, 2018 and works out of the Bolingbrook Service Center. She will be replacing Gail Lien, who will be retiring soon.

VI. FY19 Committee roster and meeting schedule, need new vice-chair/chair-elect – per Carolyn Coulter (PC), since there is only six months left of the term, it would be OK to delay electing a new vice-chair/chair-elect. The FY20 election is coming up and information is needed by the end of April. DeBord (YK), Fine (PR), and Shippy (MX) terms are expiring in June. Any of them could run again if they are interested. And, Teri Schwenneker's empty seat is also available that anyone (new) could run for. Magda will be sending out a message to the general membership asking for nominations.

VII. Pending Projects/Updates:

- a. Matching class** – a new class has been created for matching. With the Northern8 libraries coming, preparation for the matching class has been speeded up. Sandy is creating a Power Point presentation for the class. This class will be very helpful for new library staff. The first class for the Northern8 class will be in March. It will be a prerequisite for the item entry class.
- b. Connexion I class** – this will be another new class. This will be the first step to becoming a MARC member. It is recommended to use Connexion for finding MARC records so you can see the full record. The class will be available after the Northern8 libraries go live with PrairieCat.
- c. Call Number Conversion project** – PC staff are normalizing the call numbers. It is a slow process. Gail has been working on it, but is retiring soon and is only working 19 hours per week and is now busy with the Northern8 project. Gail has taught Melissa how to do it and things are proceeding slowly.
- d. Northern8 Project** –Magda gave an update of the Northern8 project. The eight former NIC (Northern Illinois Catalog) libraries are in the process of migrating to PrairieCat and are now called Northern8. The project is in full swing now and gradually information about the libraries and their holdings will begin appearing in PrairieCat. However, they will not be lending or borrowing in PrairieCat until after their circulation Go Live. Here are some key project dates for other PrairieCat members to keep in mind:
 - March 1 – May 10 – numerous training classes will be offered specifically for Northern8 library staff. These classes are intended only for Northern8 staff and will be in addition to regular PrairieCat training sessions. The classes will be marked as Northern8 classes in L2.
 - March 27 – March 29 – the entire PrairieCat database will need to be rescoped before adding all of the new library holdings. This

activity will cause some disruption in searching. More specific information will be shared before the rescoping begins.

- April 8 – April 19 – Northern8 bibliographic records and item records added.
 - April 23 – Northern8 libraries Go Live on Cataloging.
 - May 13 – Northern8 patron records added. PrairieCat staff may merge records for patrons who have been active in both PrairieCat and NIC.
 - May 21 – Northern8 libraries Go Live on Circulation.
- e. **Scopes for adult and teen** – a concurrent project is that we are adding an Adult and a Young Adult scope to PrairieCat, similar to the Juvenile scope in place now. Once this project is completed, users will be able to limit their results to just adult or just young adult materials. The scope is based on the item-level location in item records, so is not 100% accurate, particularly if your library doesn't split out materials in that way in your location codes. Location codes can be adjusted for libraries in the future if desired once this new feature is added and member staff can see how it works. We expect the new scopes to be in place on the production server around late March.
- f. **Badging program / strategic plan initiatives** – Talent MLS provides:
- Training outside of business hours
 - Self-paced training
 - Testing
 - Review
 - Badging and certification

Augsburger (PC) will present a more in-depth demo when more content is created and we have more to show.

VIII. Review of policy of formatting of volume records

- a. **Always check to see if existing volume record is present before creating** – staff are finding inconsistencies in volume records. Duplicate volume records are being reported to the cleanup. Two members could be creating the same volume record at the same time. Some people are linking to both duplicate volumes before it gets reported to cleanup. Always double check to see if the volume is already in system before creating a new one. Check the manual to make sure the volume is entered correctly.

- b. **BLU-RAY + DVD is being reversed to DVD + BLU-RAY** – use BLU-RAY + DVD. If you only have the BLU-RAY, do not add other volumes for non- BLU-RAY records. Only use volumes for items that you actually have, unless it is for something new and you need an item attached to the record to allow holds. Empty volumes do show in the OPAC. On order records are being added without volumes, which causes problems with holds. Landis (PC) recommended using what the vendor provides when the order is placed. Then the first library who receives the item can change the volume record or create a Help Desk ticket for PrairieCat staff to fix. Kessler (CC) recommended changing FALL to FAL for seasons. Sandy made a note to include this at the end of the meeting in the “Review the TSUG manual” section.
- c. **DISC is being entered as DISCS** – always use DISC, even when more than one. Sandy will send information from the manual on how to format volumes. Can go to YouTube and search PrairieCat libraries (make sure you include “libraries”) to get the correct website.

IX. Yearly bibliographic records for Weekly magazines.

- a. **Need to retain original title record?** - Not all weekly magazines have the yearly version. Tedder (PC) only does the weekly magazines that libraries keep for years. Started in 2016. Have 2016, 2017, 2018 People. Do we want to keep these records once all of the items have been withdrawn? It was asked how OCLC knows which libraries own it. The 2016 record has “OCLC DO NOT SET”. Lien (PC) said that magazines are not included in batchloads.
- b. **Reminder to remove holdings records** – the Holdings statement needs to be changed or the record can’t be deleted. When you remove your items, make sure you remove your holdings records as well. Serials is no longer required. You can see the holdings statement in the OPAC right away. Example of a holdings statement: **Retains current year + 2 years. Current issue does not circulate.** You do not have to use holdings and cards do not need to be used.

X. New Formats

- a. **Playaway, a dedicated audio media player** – material type = y
PRELOADED BOOK.
- b. **Playaway View, a dedicated video media** – material type = 9
PRELOADED VIDEO
- c. **Playaway Launchpad, a pre-loaded learning tablet** – material type = m
SOFTWARE
 - i. **Material type**
 1. Keep as “m SOFTWARE”
 2. Create new material type of “PRELOADED TABLET”

ii. Format

1. Visual Materials
2. Computer Files

iii. Description

1. Launchpad tablet
2. Video media player

d. VOX edition books, audio-enabled book

i. Material type

1. Keep as “y PRELOADED BOOK”
2. Create new material type of “VOX/audio-enabled book”
3. Assign material type “a BOOK”

XI. New material types

a. General feedback

b. Suggestions for round of additional material types

i. Preloaded tablets

ii. VOX/audio-enabled book

iii. Digital Images – needed for Northern8 libraries

iv. Slides – needed for Northern8 libraries

v. Book with disc

c. Combo-pack material type resolve the holds issue?

XII. BYPT ‘Bring Your Problems Time - If you look at Bohemian Rhapsody, there are 187 holds on the regular DVD record, and no holds on the DVD volume record for the combo pack. The combo pack volume was only recently created. When the holds were placed, the volume for the combo pack had not yet been created. TB#34 explains how to set up an item to be able to place holds on on order materials.

XIII. Other

a. Upcoming webinars – L2 has some cataloging webinars. Thursday, 2/21 Online with CMC, Peering into a Cloudy Crystal Ball: the future of cataloging and Tuesday, 2/26 Cataloging Non-Traditional Resources.

b. Sending in items for original cataloging

i. Whenever sending in purchased “kits” - please send along with all original packaging. Many members break down a kit and add/remove components or simply repackage “kit”. PC staff need to catalog products as it was “published/produced/created”. We don’t tweak the product to reflect what the owning library did to make it “unique”; this can be done at local level or if new item is to be derived from existing kit, PC staff will still need to know where all the pieces/parts came from.

ii. Do not make circulation ready. Library stamp only. Essential information is being covered up.

- c. **Zimbra server will be unavailable after 3pm on Monday, Feb. 25th** – to prepare for the implementation of the new Zimbra e-mail server for PrairieCat we have to perform some maintenance tasks on the existing server. These tasks require that the server be restarted. We are planning on performing these tasks on Monday, Feb. 25th and Zimbra will be unavailable at that time.
- d. **Member updates in March** – Bonny (PC) asked for suggestions for tech information to be included in the March 25-29 member updates. Adding the PC on order item and new material types were suggested. Scopes and badging may already be covered by Judy or Amanda.
- e. **090 tag** – summary side of bib record wanted to remove 090 tag. 052 does not show up. PC staff need to work on this. Tabled until next meeting.

XIV. Review the TSUG manual – tabled until next meeting.

XV. Next meeting is Thursday, April 11, 2019, via GoToTraining, 9:30am – 11:00am.

MARC/MARC-trainee Catalogers meeting (11:15 am - 12:00 pm) to follow Technical Services Committee meeting.