



**PrairieCat MARC Libraries Meeting
Draft Minutes
April 11th, 2019**

ATTENDANCE:

MEMBERS: Bonny (PC), Breneman (CC), Brozovich (RP), Chapman (RL), Clark (PE), Conderman (MS), Dean (WL), DeBord (YK), Fine (PR), Landis (PC), McSweeney (HD), Shippy (MX), Slanicky (PC), Tedder (PC), Tepen (UT), Zanelli (PC).

GUESTS: Calbow (UE), Groth (EM), Kessler (CC), Sciaky (MK).

ABSENT: Lien (PC).

- I. Welcome
- II. Roll call for attendance
- III. Review agenda for additions/correction – no changes were made to the agenda.
- IV. Approval of minutes from: February 14, 2019

Dean (WL) moved and Clark (PE) seconded to approve the minutes from the February 14, 2019 meeting as written. Motion passed.
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- V. **Results of survey/poll for in-person working meeting** – the in-person MARC meeting will be held on Wednesday, September 11, from 10-3 at Princeton. Phone conference will also be available. Will be working on guidelines for the new formats. Homer, Moline, Reddick, or Rockford University could be used for the TSUG meeting on October 10, depending on the Doodle poll.
- VI. **OCLC field export options: additional Fields to delete: Follow-up**
 - a. **938 (Vendor-specific ordering data)** – Optional/not necessary. The load table is set to remove the 938 tag via our batch load load process within Sierra.
 - b. **994 (OCLC-MARC translation table code)** – Field 994 contains a system-generated code that identifies the user-initiated transaction performed on the record. The field is generated on export or included in records delivered via another OCLC service. This field cannot be edited or input manually. The

994 tag is the exporting library's OCLC symbol. The export process actually creates the 994 tag.

VII. Access Point Standardization --Working with foreign headings and resources used, i.e.: Bilindex Thesaurus – There is a list of the resources that PrairieCat accepts and uses. This has to do with Spanish headings and came in through Northern8. PrairieCat has bilindex identified in the manual. We may include Queensboro as a resource and make other resources known to this group. We accept what is in the MARC record from OCLC and usually don't add extra subject headings. The Northern8 catalogers add subjects for language headings. Tedder (PC) taught Northern8 classes April 10 and talked about how PrairieCat handles MARC records. We run them through MARC Report but don't review each record and add subjects. We clean them up and load them, but don't do a lot of editing except to fix errors. Northern8 can still do this with their original records. There are no specific standards that one need specific headings or genre. It is not feasible for PrairieCat staff to edit each record extensively.

VIII. Locally created bibliographic records

a. Guidelines – Originally PrairieCat wanted everything to be OCLC, but some records don't need to be OCLC. If something is created (something added to an original kit) that doesn't get sent out through ILL, PrairieCat staff add it to OCLC. Need something in the record to easily show that it is a local record. Tedder (PC) started a chart of when to add to Sierra and when to add to OCLC. Discoverable, ILL outside Sierra, ILL within Sierra, holdable, inventory, statistics. Items can be sent to CMC for free cataloging to be added to OCLC. Used example of *For the love of books [kit]*, bibliographic record number b10431020. Need 001, call number, staff initials and library, 945 tag |bOCLC DO NOT SET. Local items would not show up in OCLC if it's local use only. The status needs to be suppressed if we don't want people to see it in the OPAC. Some of Rock Island's records lost the 949 when the items were moved over to Sierra. Slanicky (PC) suggested having "prcat" at the beginning of the 001 tag. Could use: PRCATCC00001. Over time, we are seeing the need that some things don't need an OCLC record, only a local record. Want to avoid using a local record to avoid creating an OCLC record and not letting people see it so they can avoid holds. Normally, the only people doing this would be PrairieCat staff and MARC library staff. Templates can be created with these fields already filled in.

b. Templates – suggestions for a template.

- i. 001/OCLC No. = Library's two-letter code and incrementing numbers with leading zeros. Total of 8 numbers to follow OCLC's formatting, ie.: RL00000001, RL00000002, ... RL00000012.** – libraries would track and assign themselves for locally created records.

- ii. **Locally assigned 099 call number of “LOCAL RECORD – XXXX “ (XXXX being the library’s 4-character delivery code)**
- iii. **Any standard numbers, if applicable**
- iv. **Author**
- v. **Title**
- vi. **Publication Info**
- vii. **500 Note of “LOCAL RECORD – XXXX” (XXXX being the library’s 4-character delivery code)**
- viii. **900 tag with staff initials, 2-letter library code, date, for example: ec/RL 2/15/2019**
- ix. **945 tag |b OCLC DO NOT SET – prevents records from going to OCLC and being pulled out as needing corrections.**

OCLC No.	001			RL0000000#
➤ Standard No.	020			
Locally Assigned LC-type Call Number	099			LOCAL RECORD - RLBB
➤ Author	100			
➤ Title	245			
➤ Publication Info.	260			
➤ Description	300			
Note	500			LOCAL RECORD - RLBB
➤ Misc.	900			ec/RL [date]
Misc.	945			bOCLC DO NOT SET

IX. Review of TSUG manual and Larger Print materials – “Harlequin Romance” books are labeled as “Larger print”. These editions are the size of regular paperbacks, but with slightly larger font size (13.5) for easier reading. These records have been cataloged as large print in OCLC. Do we retain or do we strip out all large print indicators with the exception of a “Larger print”: note referring the font? PrairieCat uses 16 font to designate it as large print. Kessler (CC) suggested having patrons look at the large print items to see if the patrons are able to read them. Rock Island files them with the regular print books because the font is smaller than the large print books. Some of the members at the meeting felt it is a disservice to the patrons to mark an item as “large print” if the print isn’t large enough for the patron to be able to read it. According to the PrairieCat Policy & Procedure manual: “For PrairieCat, large print books that have a font size 16 or larger that is meant to make these books easier to read for persons with impaired vision. This includes some large print books such as HarperLuxe. (Approved

TSUG 11/12/2009)”. According to OCLC: “Item is in a large print format. Items are usually identified as large-print by a qualifier to the ISBN, a series statement, or a formal edition statement. According to the standard set by the National Library Service for Blind and Physically Handicapped for the Library of Congress, 14-point type is the minimum to be regarded as large print. Items labeled “large print” or “larger print”, regardless of font size, should also be coded as large print”. According to The National Association for Visually Handicapped: “Large –print materials are most commonly available to 16- to 18-point type. The minimum size for large-print material is 14-point type. Could send a recommendation to the Technical Services Committee to accept size 14 font with wider margins. Could bring examples to the in person meeting and review. Some 340 tags now have the font listed. Some 340 tags are split in two, with a second one with the point. In RDA, one can put everything in one line or use separate line. **Example: 340 |n16 point** (|n is font size). If one can verify the font size when you have the item is being handled, add it to the 340 tag. It can be added to MARC Report to look for the 340 tag. Tedder (PC) will try to add to the validation table in MARC Report. It was suggested to ask OCLC to change their limit for large print. Some items say what the font is. There is no way for PrairieCat staff to determine if it is large print unless it says in the record what the font size is. The committee decided to table the large print criteria for now, but look at validating in MARC Report.

- X. Review of preloaded audio guidelines – tabled until September 2019 In-person meeting** – PrairieCat staff will bring paper copies to the in person meeting. Bring examples if you own these formats.
- XI. Review of preloaded video guidelines – tabled until September 2019 In-person meeting**
- XII. Review of preloaded Playaway LaunchPad tablets guidelines – tabled until September 2019 In-person meeting**
- XIII. Review of audio-enabled book (i.e.,VOX books) – tabled until September 2019 In-person meeting**
- XIV. 2019 In-person meeting Wednesday, September 11th 10a-3p . Location?** – the meeting will be in Princeton. Please bring examples of large print, “larger” print, and the new formats if you have them.
- XV. Q&A (All)**
 - a. Merging Northern8 records - Don’t merge any records with Northern8** items. John will email the group when the process is completed. The Northern8 items have been loaded, with 234,293 new bib records created.
 - b. New Materials From Northern8** - May want do a report of what kind of materials were added from Northern8 that PrairieCat didn’t have.

- c. **Large Print Materials** - Fine (PR) recently gave a presentation to a group of visually handicapped and will go with whatever policy the group recommends.

XVI. Next meeting is Thursday, June 13, 2019, via GoToTraining, 11:15 am – 1 pm. – send suggestions for the agenda to Magda or Sandy.