



**PrairieCat Technical Services Committee
DRAFT Minutes
February 11, 2021**

ATTENDANCE:

MEMBERS PRESENT: Bonny (PC), Chapman (RL), Conderman (MS), DeBord (YK), Fane (LP), Fine (PR), Landis (PC), McSweeney (HD), Mladic (RU), Sangston (MA), Shippy (MX), Slanicky (PC), Smith (PC), Tedder (PC), Totton-Schwarz (WO), West (RD), Zanelli (PC).

MEMBERS ABSENT: (None).

GUESTS: Brozovich (RP), Groth (EM), Hefferman (RP), Hickey (SY), James (RU), Kessler (CC), Kozinski (DK), Lawruk (SE), Metzger (BL), Schriener (KK), Schulze (DK), Sciaky (MK), Thomas (RP), Yerk (CH).

- I. **Welcome** – Shippy (MX) 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 8, 2020**

Sangston (MA) moved and Fane (LP) seconded to approve the minutes from the October 8, 2020 meeting as written. Motion passed.

- V. **Pending Projects / Updates:**
 - a. **New MARC Members** – Bonny (PC) congratulated Mike Kessler/CCBB, Tricia Dean/WLBB, Beth Tepen/UTSG, and Dana Fine/PRGG on successfully completing training and are now officially MARC members.
 - b. **Member MARC Cataloger Compensation** – The Administrative Council has decided to just honor the MARC catalogers at Delegates Assembly and in the PING! newsletter for their work. There will be no fee remittance at this time.
- VI. **Innovative Ticket Updates** – Nothing to report.
- VII. **Training**

- a. **Create Lists Classes** – Landis (PC) has begun creating a series of Create Lists classes in Talent LMS. Draft classes are available for people to provide feedback. Send feedback to elizabeth.smith@railslibraries.info or melissa.landis@prairiecat.info. The Create Lists classes can be found under the reports category.
- b. **Core Competencies** – Core competency checklists are being created. Libraries can use them for new staff for circulation, technical services, and general. They will list basic, advanced, and expert competencies.

VIII. Upgrades

- a. **Production Server** – The production server will be updated from Sierra 5.2 to 5.21 on February 17th. Don't login until you get an all clear email from PrairieCat staff.
- b. **Test Server** – The test server was updated to Sierra 5.2 in October 2020. Access to the test server is limited to PrairieCat/RAILS locations. Changes were made on February 9th. You cannot download the SDA (Sierra Desktop Application) test server to your PC. On February 23rd, the test server will be refreshed from the production server and will be down for a few days.
- c. **Encore** – Encore will be updated to version 5.2 on March 3rd.

IX. New Topics

- a. **Item Types** – Is the current item type framework too restrictive for your current needs? If you need a new item type, contact Slanicky (PC) at john.slanicky@railslibraries.info.
- b. **Holdings / Cards Cleanup** – Between 600 and 800 entries have been fixed. Slanicky (PC) will be removing bibliographic records that no longer have serial records or items attached. You need a holding statement if you don't put barcodes on your magazine items. There is a problem with some of the NIC libraries with "null" in the retention statements if there is no 866 tag. These will be fixed by PrairieCat staff using global update.
- c. **Idea Lab Submission** – Please vote for "See authority records and cross references in Sierra Search/Holds function (Circulation)". You can vote at <https://idealab.iii.com/alwaysopen/Page/ViewIdea?idaid=18410>. Please create an account in Idea Lab so you can vote on suggestions. For example, if you search "mowing machines", you won't see "See Also Lawn Mowers". Currently, it only displays in Sierra and the patron cannot see it. In the packet for today's meeting, there is information on Idea Lab. When an idea gets enough votes, it moves on to the next step to get included in Sierra.
- d. **Quick click Training / Q&A session Being Developed** – Look for a survey in your email for a Quick Click training / Q&A session that is being developed. PrairieCat staff could do a zoom demonstration and

Q&A session. Fill out the survey if you are interested. Quick Click is not only Baker & Taylor. Quick Click can be used with other vendors such as Ingram and Midwest Tape. PrairieCat has an account with B&T for demonstration purposes.

e. New PrairieCat Members

- i. Lostant Community Library (LO)** – Staff continue along the training pathway. This library is currently NOT automated, they will be performing 100% data entry to add their collection to PrairieCat.
- ii. Putnam School District – Primary School (UA)** – The building library is currently NOT automated, they will be performing 100% data entry to add their collection to PrairieCat. It is expected that staff will begin adding items before the middle of March.
- iii. Marengo-Union Public Library District (MU)** – The library is currently a standalone Follett site that will be migrating to PrairieCat. Innovative will be managing the migration of the library's data from their local system to Sierra. No GoLive date has been set. PC staff have a first meeting with III on the project next week.

X. BYPT 'Bring Your Problems Time'

- a. Reordering Volumes** – Kessler (CC) asked how to reorder volumes. Use the move function. Some libraries are not able to use the move function. PrairieCat staff will be reviewing the logins for the MARC libraries. You can highlight continuous volumes and move more than one volume at a time. Open a Help Desk ticket if you are unable to move volumes. New ones default to the bottom. MISC is kept at the top.
- b. Deleting Items on a Volume Record** - Don't unlink your items when you set them for withdrawal/discard. The loan rule should be zero. If the item is checked out, the item will not get deleted. If the last item on a volume is deleted, the system will also delete the volume.
- c. Duplicate Barcodes** – Slanicky (PC) is working on a list of duplicate barcodes. Two different items or patrons have the same barcode. Slanicky (PC) will send additional information to the affected libraries so they can compare the duplicate barcodes and fix them.
- d. New Item Code 1 For Video or Audio Book** – Brozovich (RP) suggested adding a new item code 1 for Video or Audio Book. The item code 1 values were originally set up to be generalities for statistics. The item type points to the physical format. Slanicky (PC) made a note to consider adding them.

- XI. Other - Look up Patron Bills Once an Item Has Been Deleted** – Landis (PC) did a demo on how to look up patron bills once an item has been deleted. An item shows up in your bookdrop, but when you try to check it in, it is not in Sierra. It was probably a long overdue item that was returned after it was removed from the database. If you have access to Create Lists, you can find it. Use store record type of patron, the type is title, and for the field, click on the fines tab, and select fine title field, condition “has” (don’t use equal to) and put in the title of the item. You need a second line for patron, using “fine charge code” equal to 3 (replacement charge). You can waive the replacement charge, depending on your library’s policies. A video that demonstrates this report is available in Talent LMS under Reports. If you do not have access to Create Lists, you can log a Help Desk ticket and PrairieCat staff can retrieve this information for you.
- XII. Review the TSUG Manual** – The TSUG manual has been updated. The latest version is now on the PrairieCat support site. Please look it over and send suggestions to Tedder (PC) at sandy.tedder@railslibraries.info. Kessler (CC) had a suggestion for the TSUG manual about adding more detail about juvenile literature subject headings. This will be discussed by the MARC Committee.
- XIII. Next meeting is Thursday, April 8, 2021 via Zoom , 9:30 a.m. – 11:00 a.m. MARC/MARC-Trainee Catalogers meeting to follow the Technical Services Committee meeting.**