



**PrairieCat MARC Libraries Meeting
AGENDA
April 11th, 2019**

**PrairieCat MARC members and MARC trainees
AGENDA
April 11, 2019**

The PC MARC & MARC-trainees will meet Thursday, April 11, 2019 @ 11:15am-1pm via GoTo Training after the PC Tech Committee meeting, following a short break.

To register for GoTo, please visit: Registration URL:

Registration URL: <https://attendee.gototraining.com/r/8581578694569121537>

Training ID: 542-616-076

Participants can use their computer's microphone and speakers (VoIP) or telephone.

Long Distance: +1 (510) 365-3231

Access Code: 727-696-360

- I. Welcome
- II. Roll call for attendance
- III. Review agenda for additions/correction
- IV. Approval of minutes from: February 14, 2019
- V. Results of survey/poll for in-person working meeting
- VI. OCLC field export options: additional Fields to delete: Followup
- VII. Access Point Standardization --Working with foreign headings and resources used, i.e.: Bilindex Thesaurus
- VIII. Locally created bibliographic records
 - a. Guidelines
 - b. Templates
 - i. 001/OCLC No. = Library's two-letter code and incrementing numbers with leading zeros. Total of 8 numbers to be follow

OCLC's formatting, ie.: RL00000001, RL00000002, ...
 RL00000012.

- 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

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
- X. Review of preloaded audio guidelines – tabled until September 2019 In-person meeting
- 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?

XV. Q&A (All)

XVI. **Next meeting is Thursday, June 13, 2019, via GoToTraining, 11:15 am – 1 pm.**



**PrairieCat MARC Libraries Meeting
Draft Minutes
February 14th, 2019**

**PrairieCat MARC members and MARC trainees
February 14, 2019**

ATTENDANCE

GOTO:

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

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

ABSENT: DeBord (YK)

- I. Welcome**
- II. Roll call for attendance**
- III. Review agenda for additions/corrections** – no changes were made to the agenda.
- IV. Approval of minutes from: October 18, 2018**

Fine (PR) moved and Dean (WL) seconded to approve the minutes from the October 18, 2018 meeting with corrections. Motion passed.
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- V. OCLC Encoding Levels Discussion Group** - On December 4, 2018, Tedder (PC) participated in a discussion group with OCLC regarding encoding levels. Encoding levels are used to judge the quality of work. Members look in OCLC for a full record and Library of Congress input and how many holdings were attached. Currently, encoding levels include alphabetic (OCLC) and numeric codes. OCLC is considering removing the alphabetic codes and utilizing just the number, MARC21 Bibliographic Encoding Levels (from <http://www.loc.gov/marc/bibliographic/ecbdldrd.html>). Anything utilizing the OCLC alphabetic encoding levels may be converted to the MARC21 numeric codes. None of the participants saw anything highly detrimental with this conversion. Don't be surprised if you no longer see M or K and see numbers

instead. Records in OCLC from pcc can't be changed. Make one change at a time and save each one until you see which changes you are allowed to save. If you make two changes, then the third change won't save, it won't save any of the changes. If this happens, go back and make the first two changes again and save the record. If you see a lot of holdings attached to an OCLC record, the record should be good. Tedder (PC) reports errors to OCLC and also reports records that need to be merged in OCLC. Adjust your encoding level to your confidence in your level of cataloging.

VI. New bibliographic field 040 subfield \$b validation requirement – Before the changes to validation, a bibliographic record was not required to include a language of cataloging in field 040 subfield \$b. After the changes to validation, field 040 subfield \$b must be supplied for all bibliographic records, including derived records. This brings validation into alignment with the mandatory input standards for field 040 subfield \$b (Language of Cataloging). PrairieCat's cataloging language is English, so you will use the "eng" code. Note that this is not the language of the resource, but the language you are using for your notes and description within the bibliographic record.

VII. OCLC field export options: additional Fields to delete? – Per the Technical Services User Group Policy & Procedure Manual, any 029 and 856 tags are to be removed.

- a. **012 (Library of Congress (LC) and CONSER use field 012 for control elements that are not accommodated in the fixed field. All other users can delete field 012 in their locally edited copy of the record. Field 012 is not part of the standard MARC 21 Bibliographic format)** – This is an optional field. Members can add in Connexion's Field Export Options but it will not be flagged in MARC Report.
- b. **084 (Other Classification Number)** – remove; will be flagged in MARC Report.
- c. **092 (Locally assigned Dewey Call Number)** – Retain.
- d. **263 (Projected Publication Date)** – MARC members will remove the 263 tag if they have the item in-hand. PC staff will retain Pre-Pub/CIP Encoding Level and 263 tag if item is not in-hand. If bibliographic record already reflects the requested description, Encoding Level will be change to "Full-level" and the 263 tag will be removed. A monthly report will be run to identify CIP records in Sierra.
- e. **653 (Index Term –Uncontrolled)** – Optional. Members can add in Connexion's Field Export Options but it will not be flagged in MARC Report.
- f. **938 (Vendor-specific ordering data)** – Optional/not necessary. The load table is set up to remove 938 tag via our batch load process within Sierra.

g. 994 (OCLC-MARC translation 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 other OCLC services. This field cannot be edited or input manually. – The 994 field may be automatically removed during the export process. Will review and follow up in next meeting.

h. Other?

i. In- Person Meeting - Do we want a full day of MARC meetings or separate them for the in-person meeting? Some people have a long distance to drive and a full day would work better for them. Bonny (PC) will do a Doodle poll for a full day MARC meeting working on documents. Tedder (PC) suggested Reddick, Princeton, or LaSalle as a meeting site. Bonny (PC) will do a survey for the week of Sept. 9, 10 am to 3pm with lunch.

ii. PUG Day Reminder – PUG Day is Sept. 20 at NIU campus in Rockford.

VIII. Locally created bibliographic records – Members were requested to begin thinking of suggested parameters for guidelines and templates.

a. Guidelines – tabled for now.

b. Templates – tabled for now.

IX. Review of preloaded audio guidelines – Will work on documents at the in-person working meeting tentatively scheduled for the second week of September.

X. Review of preloaded video guidelines – Will work on documents at the in-person working meeting tentatively scheduled for the second week of September.

XI. Review of preloaded Playaway LaunchPad tablets guidelines - Will work on documents at the in-person working meeting tentatively scheduled for the second week of September.

XII. Review of VOX books - Will work on documents at the in-person working meeting tentatively scheduled for the second week of September.

XIII. Member Projects - No member projects were reported. PrairieCat staff are working on the Northern8 libraries migrating to PrairieCat.

XIV. Statistics – Keep your statistics and keep sending them in a timely manner.

XV. Q&A (All) – None.

XVI. Next meeting is Thursday, April 11, 2019, via GoToTraining, 11:15am – 12:00pm.