



**PrairieCat Technical Services Committee
AGENDA
August 8th, 2019**

The PC Technical Services Committee will meet Thursday, August 8th, 2019 9:30 AM - 11:00 AM via Zoom. To register for Zoom, please visit: Registration URL:

Registration URL:

<https://railslibraries.zoom.us/meeting/register/7f68f509e3a44d837c24e00bf0acd2b8>

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.

- I. Welcome
- II. Roll call for attendance
- III. Review agenda for additions/corrections
- IV. Approval of minutes from: June 13th, 2019
- V. Pending Projects/Updates:
 - a. Call Number Conversion project
 - b. N8 migration cleanup
 - c. Talent LMS
- VI. Resources Sharing/Training Summit (7-26-2019) update
- VII. Innovative ticket updates
- VIII. Recommendations for icon for Material Type “ae AUDIO-ENABLED BOOK”
- IX. BYPT ‘Bring Your Problems Time
- X. Other
- XI. Review the TSUG manual -- **will table to work on @ in person Oct. meeting.**

XII. Next meeting is Thursday, Oct 10, 2019 in-person @ Reddick PL and via GoToTraining 10:00 a.m. – 3:00 p.m. There will be no MARC meeting following the Technical Services Committee meeting.



**PrairieCat Technical Services Committee
DRAFT Minutes
June 13, 2019**

ATTENDANCE:

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

GUESTS: Bares (RU), Blask (FP), Breneman (CC), Groth (EM), Hickey (SY), Julifs (FL), Kessler (CC), Kozinski (DK), Schriener (KK), Schulze (DK), Schwarz (WO), Sciaky (MK), Solheim (KR), West (RD), Yerk (CH).

ABSENT: Clark (PE).

- I. **Welcome** – Fine (PR) 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: April 11, 2019**

Sangston (MA) moved and DeBord (YK) seconded to approve the minutes from the April 11, 2019 meeting with corrections. Motion passed.

- V. **FY20 Committee roster and meeting schedule update** – Some committee terms expire this June and there were some empty seats. Election results: Laura Schwarz (WO), Deb Shippy (MX), Dixie DeBord (YK), Dan Fine (PR), and Nicole West (RD) have been elected/re-elected. Bonny (PC) will update the PrairieCat Technical Service Committee members list after the meeting. The new terms end June 30, 2022. Next committee meetings: August 8, 2019 (GoTo), Oct 10, 2019 (in-person at Reddick), Feb. 13 (GoTo), April 9 (GoTo), and June 11, 2020 (GoTo). The meeting schedule will be updated on the PrairieCat website (<https://support.prairiecat.info>)
- VI. **Pending Projects/Updates:**

- a. **Call Number Conversion Project** – This project has been put on hold for now while PrairieCat staff are working on the Northern8 project. The call number conversion project will resume once things settle down. Icodes are being corrected for Northern8 libraries so they can get statistics. Cherry Valley, Ida and Talcott are finished. Harvard, Nippersink, North Surburban, and Woodstock are being worked on now. The remaining libraries will be resumed in a month or two.
- b. **Northern8 Project** – The Northern8 project will officially end with Innovative next week. The majority of the Northern8 libraries are finished. There will be months of cleanup, which is typical for a project like this. Over 200,000 bib records and nine million items have been added to the database. Ongoing cleanup includes fixing material types, merging duplicates, linking volumes, and icode1s being fixed. Hutchinson (PC) is set to retire the last week of June. Bonny (PC) thanked her for a job masterfully done. Lien (PC) is also retiring the end of June. Bonny (PC) thanked her for a job well done. Tedder (PC) also thanked Lien (PC) and Hutchinson (PC) for their years of service to PrairieCat.
- c. **Badging Program /Strategic Plan Initiatives** – PrairieCat staff are still working on setting up training classes. More classes will be available on demand. A new matching class will be made available online and on demand. PrairieCat Staff have a meeting tomorrow and will be discussing training. More details to come.

VII. Bibliographic 090 Call Number Update – The 090 call number shows up in the black banner when you pull up the full bib record at the summary side. This has been tabled while working on the Northern8 project. PrairieCat staff have been talking to Innovative and the 090 display will be turned off as requested by our members.

VIII. CMC Webinars – To view, go to <https://illinoisheartland.org/> click on **CMC**, then click **Online with CMC**. The webinars are recorded and you can listen to them later. The webinars are usually offered once per month on Thursdays at 10:00 am. Pamela Thomas from the CMC also has online classes that are self-paced. There is no cost for the webinars/training and handouts and slides are available. Three staff from the CMC will be presenting at PUG Day on Friday, Sept. 20.

IX. BYPT ‘Bring Your Problems Time’

- a. **Chapman (RD)** – Entertainment Weekly magazine should have a hyphen instead of a slash in the call number. If it is a combo issue, a slash should be used. PrairieCat staff will clean these up. If it is a date range, use a hyphen. This section will be reviewed in the TSUG manual. Tedder (PC) will email the members with an explanation of when to use a hyphen or slash.

- b. **Facets in Sierra** – Facets will be reordered. PrairieCat staff have a ticket open with Innovative. Formats are now at the bottom. After you limit your search by clicking on the facets and pick a library, it reopens all the facets again. Tedder (PC) will update the ticket with Innovative.
- c. **Contact list for tech services staff** – a request was made for a list of tech services staff contacts at each library. Contact lists for serials and circulation staff will also be updated by PrairieCat staff
- d. **View changes when adding an item** – when you open an item record, some of the fields are grayed out. There were two problems yesterday. You couldn't add an item or volume. That has been resolved. Slowness in Sierra has been resolved. The number of users online should also be resolved. If you are still seeing any problems, open a new Help Desk ticket.

X. Other

- a. **“Did you know ...” Suggestions** – the old “Tip of the month” is now “Did you know...”. Send tips and suggestions to PrairieCat staff for new “Did you know...”. These are on the website. The monthly Ping newsletter has the “Did you know” and you can also see them on the PrairieCat support website. Click under **Latest News** to see them. You need to be logged in using your L2 login. The website is: <https://support.prairiecat.info>. The Reciprocal Borrowing form is buried on the website (TB #5). There as a request to add it to the forms section.
- b. **ILL Patron Records** – It was asked at the meeting what the turnaround time is for PrairieCat staff to enter ILL patron records. Now that the Northern8 project is finished, the turnaround time for ILL patron records should be only a day or two. Patron ILL records are entered by Landis (PC) and Slanicky (PC). If you are sending an ILL item to a library that does not have an ILL patron record in Sierra, open a Help Desk ticket.
- c. **Location Code lists** – One can print a list of location codes from the PrairieCat website. You open an item in Sierra, then click on the location field and do a screen shot of the ones for your library. You can make a cheat sheet with the ones you use at your library. In create list, you can make a list of the location codes for your library and save it as an Excel file. If you don't use create list, you can open a Help Desk and PrairieCat staff can make a location list for you.
- d. **September 11 Meeting** – the September 11 meeting for the MARC Committee members will be an in-person review of guidelines on how to input prerecorded audio, video, and tablets and any new formats. Members are asked to bring examples of the different formats if you have them at your library.

XI. Review the TSUG manual – The review of the TSUG manual has been tabled until until the in-person Technical Services Committee meeting in Reddick on

October. Page 23 of the manual gives examples of call numbers for magazines. Tedder will bring copies of the TSUG manual to the in-person meeting. Will have chocolate.

- XII. Next meeting is Thursday, August 8, 2019 GoToTraining, beginning at 9:30 am. The October meeting will be in-person at the Reddick Library, 10:00 am to 3:00 pm. If you cannot attend in-person, you can attend by Go To, but it is preferred that you attend in-person.**