



**PrairieCat Technical Services Committee
AGENDA
June 10, 2021**

The PC Technical Services Committee will meet Thursday, June 10th 2021, 9:30 AM - 11:00 AM via Zoom.

Register in advance for this meeting:

<https://raillibraries.zoom.us/meeting/register/tJEkdO-qgzsvEtTMJTuezneau2FBqYAbVZ2J>

After registering, you will receive a confirmation email containing information about joining the meeting.

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.

The meetings are open meetings, so anyone is welcome to attend, but voting is limited to the 11 committee members

- I. Welcome and Introductions
- II. Roll call for attendance
- III. Review agenda for additions/corrections
- IV. Approval of minutes from April 8th, 2021
- V. Election results
- VI. FY22 Meeting Schedule
 - Aug 12, 2021 at 9:30am via Zoom
 - Oct 14, 2021 at 9:30am via Zoom
 - Feb 10, 2022 at 9:30am via Zoom
 - April 14, 2022 at 9:30am via Zoom
 - June 9, 2022 at 9:30am via Zoom (in person TBD)
- VII. PUG Day

220 W. 23rd Avenue
Coal Valley, IL 61240
877-542-7257
<http://support.prairiecat.info>

- VIII. Formal TSUG statements
- IX. Pending Projects/Updates and Discussion:
 - X. Use of "Clean & Nonviolent" YA BISAC code
- XI. Proposal of AMH system for delivery and barcode placement
- XII. Questions, comments, etc.
- XIII. Adjorn
- XIV. **Next meeting is Thursday, August 12, 2021 via Zoom 9:30 a.m. – 11:00 a.m.**
MARC/MARC-trainee Catalogers meeting to follow Technical Services
Committee meeting.



**PrairieCat Technical Services Committee
DRAFT Minutes
April 8, 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), West (RD), Zanelli (PC).

MEMBERS ABSENT: Totton Schwarz (WO).

GUESTS: Brozovich (RP), Clark (PE), George (RAILS), Hickey (SY), James (RU), Kozinski (DK), Lawruk (SE), Medley (UT), Metzger (BL), Nitch (BL), Schriener (KK), Schulze (DK), Sciaky (MK), Solheim (KR), Tepen (UT), Thomas (RP), Vandewoestyne (SL).

- I. **Welcome** – Tedder (PC) and Shippy (MX) began the meeting and 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 West (RD) seconded to approve the minutes from the February 11, 2021 meeting as written. Motion passed.

- V. **Introduction of Nincy George, Cataloging Services Coordinator (RAILS)** – Nincy George is the new Cataloging Services Coordinator for RAILS. Nincy described the services that RAILS provides for its members. Cataloging courses are available and are listed in L2. Nincy recommended that everyone get an L2 account if they don't already have one, subscribe to the weekly RAILS e-newsletter, and participate in the RAILS email lists. You can send her suggestions for cataloging classes at nincy.george@railslibraries.info.
- VI. **Pending Projects/Updates**
 - a. **New MARC Member** – Bonny (PC) congratulated Jennifer Sciaky (MK). She has successfully completed training and is now officially a MARC member.

- b. **Update of Quick Click Zoom Demonstration/Q&A** – Landis presented two Quick Click presentations about a week ago on how to set up Quick Click with your vendor. The second presentation is now available in Talent LMS. The documentation for Quick Click is being updated.
- c. **Serials Holdings Cleanup Project** – No one present at the meeting had any questions about the serials holdings cleanup project. Jensen (PC) will run a script to see the current numbers.
- d. **New PC Members Update**
 - i. **Lostant** – Staff are working on training.
 - ii. **Putnam County Primary School** – Staff are actively adding their collection.
 - iii. **Marengo** – Doing a full migration. Last Friday a test data load was completed. PC and Marengo staff are looking at the data and a second test load will be done the beginning of May. They have a Go Live date of July 1.
- e. **Item Types Requests** – Slanicky (PC) has not received any new item type requests since the last meeting.
- f. **New Item Code 1 for Video or Audio Book Requests** – The requests for new Item Code 1 values Video or Audio Book are on hold while PC staff work on the Marengo migration.
- g. **Idea Lab Submission Update** – The request for authority records and cross references has graduated to the expert review stage. An example is doing a search for “mowing machines” and getting “See Also Lawn mowers”. Members are encouraged to vote for it so it can be included in a future software release.

VII. Serials

- a. **Reminder That Serials is no Longer Mandatory** – Using serials is no longer mandatory.
- b. **Prerequisite of Item Entry Certification Removed** – You no longer need to be item entry certified to obtain serials training and permissions unless one tends to add items for the magazines.
- c. **Manuals Are Being Reviewed and Updated** - the serials manuals are being reviewed and updated and may be combined into one manual.

VIII. Elections – PrairieCat is currently seeking nominations for the Administrative Council, Circulation Committee, and Technical Services Committee until April 23, 2021. The election for all open positions will be held from May 10-21, 2021. You may nominate yourself or another person by emailing your interest to

Carolyn Coulter, PrairieCat director, at carolyn.couleter@railslibraries.info and one of the members of the nonimaging committee: laurren.offerman@prairiecat.info, emily.porter@prairiecat.info, or patricia.smith@prairiecat.info. Open seats: Administrative Council: one tier one, one tier 3, one at large ; Circulation Committee: one tier 3, one at large ; Technical Services Committee: one tier 1, one tier 3, and 1 academic/special/school. Tiers are based on membership fees and public libraries broken down into thirds based on fees (large, medium, and small). You can nominate yourself or another person until April 23, 2021.

IX. Upgrades

- a. Test Server** – The quarterly update/refresh of the test server was completed on March 9, 2021.
- b. Encore** – The Encore server was upgraded from version 4.9 to 5.1. Innovative had issues implementing to v. 5.2. Innovative is investigating the issue and PrairieCat staff will schedule another date for the Encore v. 5.2 update on the Production server once Innovative has identified and fixed the issue.
- c. Production Server** – The operating system/hardware on the production server will be upgraded. There is no time estimate on how long it may take. Hettinger (PC) will provide more details later.
- d. Use of “Clean & Nonviolent” YA BISAC Code** - the use of “clean & nonviolent” YA BISAC code was asked to be put onto the agenda by Totton Schwarz (WO), but she was not present at the meeting. Tedder (PC) will email her for additional information. Bradley uses BISAC in their item call numbers. The 099 tag in the bibliographic record is used for free text and BISAC. BISAC subjects are not stripped out of the records. The topic of BISAC will be added to the next meeting’s agenda.

X. BYPT ‘Bring Your Problems Time’ – No problems were presented.

XI. Other – Nothing to report.

XII. Volume Linking Macro Demo – Landis (PC) demonstrated using a macro to link volumes. You can program a function key in Sierra to reduce the number of keystrokes required to link an item to a volume by going to Admin, Settings, Macro on the menu bar. There is a short video in Talent LMS on how to set up a macro. In Talent LMS, in the course catalog, go to to the Circulation category. Although the video is in the Circulation category, the information applies to both Circulation and Technical Services.

XIII. Next meeting is Thursday, June 10, 2021 in person or by Zoom to be determined, 9:30 a.m. – 11:00 a.m. MARC/MARC-Trainee Catalogers meeting to follow the Technical Services Committee meeting. There is no MARC meeting today.