



**PrairieCat Technical Services Committee
AGENDA
October 14, 2021**

The PC Technical Services Committee will meet Thursday, Oct 14, 2021 09:30 AM - 11:30 AM Central Time via Zoom.

Register in advance for this meeting:
<https://raillibraries.zoom.us/meeting/register/tJItceCtrTIsH9PIeFGOC-OVLjYxAx9VILmv>

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
- II. Roll call for attendance
- III. Review agenda for additions/corrections
- IV. Approval of minutes from June 10, 2021 (August 12, 2021 meeting canceled)
- V. Technical Services in-person meeting
- VI. NACO training for PC MARC members update
- VII. PUG Day Review
- VIII. Pending Projects/Updates and Discussion:
- IX. On-Order records
 - a. Housekeeping reminders
 - b. Use of

- X. Emails to technical services mailing list
- XI. Questions, comments, etc.
- XII. Adjourn
- XIII. **Next meeting is Thursday, February 10, 2022 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
June 10, 2021**

ATTENDANCE:

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

MEMBERS ABSENT: DeBord, Dixie (YK), Sangston (MA), Totton-Schwarz (WO), Tedder (PC).

GUESTS: Brozovich (RP), Dean (WL), Groth (EM), Hickey (SY), James (RU), Jones (MX), Kessler (CC), Kozinski (DK), Lawruk (SE), Metzger (BL), Schulze (DK), Sciaky (MK), Tepen (UT), VanDeWoestyne (SL).

- I. **Welcome** –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: April 8, 2021**

Dean (WL) moved and Tepen (UT) seconded to approve the minutes from the April 8, 2021 meeting with corrections. Motion passed.

- V. **Election Results**
 - a. **Carol Conderman, Stillman Valley High & Julia Hull**
 - b. **Kim Brozovich, Rock Island PL**
 - c. **Jenna Diedrich, Galena PL**
- VI. **FY22 Meeting Schedule-** Shippy (MX) reviewed the meeting schedule. June 9, 2022 may be a problem because of summer reading programs.
 - a. **Aug 12, 2021 at 9:30am via Zoom**
 - b. **Oct 14, 2021 at 9:30am via Zoom**
 - c. **Feb 10, 2022 at 9:30am via Zoom**
 - d. **April 14, 2022 at 9:30am via Zoom**
 - e. **June 9, 2022 at 9:30am via Zoom (in person TBD)**

VII. PUG Day – PUG Day this year will be on September 14-24, 2021 as a series of digital events. There will be Tuesday and Thursday presentations then sessions on Friday, September 24. Nancy George from RAILS will do a presentation about cataloging.

VIII. Formal TSUG Statements - Two formal policy statements are needed in the TSUG manual:

a. Item Entry Certification - Each library needs to have at least one person item entry certified.

b. Named Logins – The sharing of named logins is prohibited.

New statement:

Each member library also agrees to input, maintain, and share bibliographic records and to restrict the creation of data records and conduct of operations of the System to authorized, trained staff to meet the standards as specified by the Illinois State Library. Any new staff member has six months after taking Cataloging Item Entry training, being issued a temporary named login and completing the item entry certification process. Sharing of this login with other staff could result in termination of access to PrairieCat Technical services functions. (Approved AC 5/8/15 ; new wording approved DA 1/20/20).

IX. Pending Projects/Updates and Discussion.

a. New Member Update

i. Marengo-Union Library District – There is a 21 day countdown to Marengo’s July 1 Go Live date. A final data extract will be done next weekend. The week of June 21 Innovative will process their files. They have 50,000 items. Marengo staff have been doing training on Talent LMS and practicing data entry on the test server.

ii. Byron Schools – Byron schools will work this summer on Mary Morgan School items. Their items were loaded into Sierra and need to be edited. Once Mary Morgan is finished, they will edit the items for the other schools.

iii. Lostant Community Library – Lostant has been doing training in Talent LMS. They are going from no automation to fully automated.

iv. Putnam County Primary School – The primary school is going from no automation to fully automated. They are entering their items and have hit the 1,000 mark.

X. Use of “Clean and Nonviolent” upgrades – This was brought up by Lora Totton-Schwarz, who was not present at the meeting, so it is tabled for now.

XI. Proposal of AMH Systems for Delivery and Barcode Placement – Bonny (PC) gave a RAILS delivery update from the April 27 RAILS Member Update. Greg Pronovitz, consultant, is examining the quality and cost effectiveness of the

current RAILS delivery service. RAILS might want to consider to automate delivery services at some point in the future. Attendees had a lot of questions. RAILS has stated that: “RAILS has no concrete plans or time table for automating our delivery process at this time. We are currently exploring possibilities and want to provide members with information on automation we might implement at some yet to be determined future date. We need to begin thinking about what’s possible to keep delivery moving forward and continue to provide the best possible service we can to our member libraries and their customers.” This is the link for the RAILS Member Update:

<https://www.youtube.com/watch?v=UvCKAcsCiKA>.

XII. Questions, Comments, etc.

- a. Who Can Vote and Make Motions** – Kessler (CC) asked if anyone can vote or make motions or seconds if they are not a member of the committee. Only members can vote and make motions and seconds. Everyone is welcome to attend the meetings and guests can be part of the discussion. Guests are encouraged to make comments and suggestions and their input will help the committee in decision making.
- b. MARC Report Payments** – Teppen (UT) asked if she would be getting a confirmation letter that her MARC Report will be paid by PrairieCat. Bonny (PC) will pass on the information to Coulter (PC).
- c. Volumes on non-Volume Records** – Chapman (RL) has been noticing lots of items attached to monograph records when they should be on volume records. Please make sure you are attaching your item to the correct record. Also, duplicate records are being added to the database. Overlay the existing record instead of adding a new one. Send to Cleanup or the Help Desk if you see duplicates that need to be merged.
- d. Determining if it is a Volume Record** – To determine if an OCLC record is a volume record, look at the 300 tag for “volumes”. Do not go by only the ISBN. If you can’t find a volume record in OCLC, open a Help Desk ticket or send the item to SWSB-4, Attn: Catalogers for an original volume record to be created in OCLC.
- e. Duplicate Serial Volume Records** – Fine (PR) is seeing a lot of duplicate volume records. For example, there are multiple JUN 2021 records, some with “JUNE” spelled out when it should be “JUN”. Open a Help Desk ticket if you can’t fix them.
- f. Messenger Movers** – Chapman (RL) reported that the owner of Messenger Movers for magazine labels is retiring at the end of the year and this service will no longer be offered.
- g. MARC Meeting** – The MARC meeting for today has been cancelled.

XIII. Adjourn

**XIV. Next meeting is Thursday, August 12, 2021 via Zoom 9:30 am – 11:00 am.
MARC/MARC-trainee Catalogers meeting to follow Technical Services
Committee meeting.**

Vendor Bibliographic Records

Vendor Bibliographic Records

When to attach item records

Author & Title	Format	ISBN	Publishing	Description	Action (recommended)
Same	Same	Same	Same	Same	Attach
Same	Same	Same	Same	Absent from Order Record	Attach
Same	Same	Same	Different (imprint or Subsidiary?)	Absent from Order Record	Attach
Same	Same	Same	Same	Varies slightly (456 v. xv, 442 pages)	Attach
Same	Same	Different	Same	Varies significantly (398 v. 614 pages)	Do not attach
Same	Same	Different	Same	Absent from Order Record	Do not attach
Same	Same	Absent from Order Record	Same	Different	Do not attach
Same	Absent from Order Record	Same	Same	Same	Attach