PrairieCat Technical Services Committee
AGENDA
April 13, 2023

The PC Technical Services Committee will meet Thursday, April 13, 2023, 09:30 AM - 11:30 AM Central Time via Zoom.

Register in advance for this meeting:

https://railslibraries.zoom.us/meeting/register/tJYtd--rrjIqHtBpnVPpmhj7IslsdURPmqHE

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 February 9, 2023

V.   New Topics

   a. MARC member guidelines proposed updates/requirements

   b. Decision Center update

VI. Pending Projects/Updates and Discussion:

   a. Removal of empty location codes

   b. PrairieCat Support Site Redesign

     c. Vega

 VII. Membership updates

 VIII. Member update

  IX. BYPT "Bring your Problems Time"

  X. Ideas for "Did you know"?

  XI. Questions, comments, etc.

 XII. Adjourn

XIII. **Next meeting is Thursday, June 23, 2023**

    Meeting will be held via Zoom 9:30 a.m. – 11:00 a.m.

    MARC/MARC-trainee Catalogers meeting to follow Technical Services Committee meeting. (Zoom session will be open @ 11:00 but meeting will start at 11:15 a.m.)

PrairieCat Technical Services Committee
DRAFT MINUTES
February 9, 2023

ATTENDANCE

MEMBERS PRESENT: Brozovich (RP), Chapman (RL), Conderman (MS), Dean (WL), Diedrich (GA), Fane (LP), Groth (EM), Landis (PC), Schulze (DK), Sciaky (MK), Sheedy (OG), Shippy (MX), Slanicky (PC), Smith (PC), Solheim (KR), Swanson (FR), Tedder (PC), Totton-Schwarz (WO), West (RD), Zanelli (PC).

MEMBERS ABSENT: Bonny (PC)

GUESTS PRESENT: Byford (NL), Carter (SL), DeBord (YK), Evans (SY), Eychaner (CH), Fine (PR), Finnerty (NCK), Hanacek (PE), Hefferman (MX), Jones (RP), Kessler (CC), Kofoid (GV), Kozinski (DK), Lawruk (SE), Lemke (DK), Linnell (BD), Martin (MP), Nitch (BL), Sangston (MA), Schriner (KK), Schulze (DK), Sciaky (MK), Shippy (MX), Sundquist (SY), Tepen (UT), Thomas (RP), Zurawicz (NL).

I. **Welcome -** Totton Schwarz (WO) began the meeting at 9:33 am and welcomed everyone.

II. **Roll call for attendance**

III. **Review agenda for additions/corrections** – Discussion of Vega and WorldCat Holdings were added to the agenda.

IV. **Approval of minutes from August 11, 2022**

> Dean (WL) moved, and West (RD) seconded to approve the minutes from the August 11, 2022, meeting as written. Motion passed.

V. **Updated Technical Services Users Group Policy & Procedure Manual** – Changes to the Technical Services Users Group Policy & Procedure Manual were reviewed. Links in the manual have been updated. Some links will need to be

changed after the new website becomes available. The alignment has been corrected and the index has been updated.

    a. **Local Authors** - Local authors were added to page 17. Use a 690 tag for local authors in Sierra. This is only used in Sierra, not in OCLC. If there is an existing 590 tag with this information, move it to a 690 tag and include a geographical area. Examples:

690 ^ _7Local author |z Stephenson County (Ill.) |2 local

690^ _7Local author |z Joliet (Ill.) |2 local

    a. **Ampersands in Multi-Volume Records** - For multi-volume records that include volume titles, the ampersand sign "&" is not be used. Spell out "AND" instead. (Pages 27 and 30). Slanicky (PC) will add it as a cleanup project.

    b. **Circa Inventory** - The Circa inventory module cannot process an item record with an ampersand in the volume record. It can be successfully scanned when "AND" is spelled out.

VI.   **New Topics**

    a. **PC support** – After business hours, call if the system is down instead of opening a Help Desk ticket.

    b. **Email changes for PrairieCat staff** – Use "prairiecat.org" for any email to PrairieCat staff. Example: sandy.tedder@prairiecat.org.

    c. **New iCode1(s)** – Twice per year new item codes are added at the start of the fiscal year (January and July). New icode1s added:

1038 Adu Fiction, Urban Fiction (added 1/2023)

1039 Adu Fiction, Cozy mystery (added 2/2023)

These have been updated on the support site and need to be added to the manual.

d. **Removal of item field (migration info)** – Incoming items have information from previous databases. The original libraries and each subsequent migration have had this field added to each item record. This information is kept for three or four years in a 999 tag. PrairieCat has been on Sierra for ten years now (since July 2012). The information in the 999 tag is used for making weeding decisions. You can tell which items have been in the database longer than ten years. If your library has only been on Sierra for one year and you want a list of items that have not circulated in the last five years, it uses the 999 tag to get this information. This information in the 999 tags could be removed if a library wishes to do so. Some libraries want to retain this information. About fifteen records cannot be exported because they contain more than the maximum 999,999 characters in the MARC record and removing the 999 tags could make them small enough to export.

VII. **Pending Projects/Updates and Discussion:**

a. **Vega** – There is an age facet in Vega to limit searches by adult, juvenile, adolescent, pre-adolescent, primary, and preschool. It uses the Audience field in the header of the MARC record. The codes used in the Audience field are:

(**blank**) Unknown or unspecified

a Preschool (children ages 0-5)

b Primary (children ages 6-8)

c Pre-adolescent (young people, ages 9-13)

d Adolescent (young people, ages 4-17)

e Adult (adults, ages 18+)

f Specialized (aimed at a particular audience)

g General (items of general interest and not aimed at a specific audience)

j Juvenile (children and young people, ages 0-15)

There was a discussion of combining some of the juvenile codes in the background that would not affect data entry. Encore uses the scopes from the location codes (adult, juvenile, and young adult). It uses three-character location codes beginning with the library's two-character Sierra code followed by t (teen), a (adult), j (juvenile), or ya (young adult). The facets will be reviewed. The Resource Sharing Committee discussed this and recommended that the Technical Services Committee discuss the facets. PrairieCat staff are working with Innovative to make Vega what we want it to be. The MARC record cannot be viewed in Vega. This issue has been submitted to Innovative. Vega converts MARC information to bibframe. Series title and analytics are not showing up in Vega. It will be discussed at this afternoon's (2/9/23) Vega project call with PrairieCat staff and Innovative. It was discussed how to find switch games in Vega. Vega displays all the video games. Some libraries reported that Vega shows a library does not own an item when they in fact do own it. A Help Desk ticket regarding this issue has been opened with Innovative. Problems encountered in Vega should be reported to the Help Desk. Please check the Vega FAQ site at https://support.prairiecat.info/documentation/65667 before opening a Help Desk ticket in case the problem was already reported.

VIII.   **Membership updates**

a. **Byron Schools** – Byron has three schools that are union list members. PrairieCat staff did a data load for Byron schools about 2019. Byron High School finished entering their items in January. Byron Middle School should be completed soon. The Mary Morgan Elementary School is scheduled to finish next year. The elementary school does not have a dedicated staff person and their data entry is being done by the junior high and high school librarians when they have time.

b. **Putnam Primary School** – The Putnam Primary School is still adding items and hope to be completed by the end of the school year.

c. **Lostant Community Library** – The Lostant Community Library's data entry is almost complete. They may go live in early March.

d. **Rock Island Public Library** – The new Watts-Midtown branch had a soft go live this week and is not filling holds yet. A grand opening is coming the end of February and has not been announced yet.

e. **Western District Library** – The Western District Library is closed for renovation. Their reopening is delayed because of supply chain issues.

f. **Harvard Diggins Library** – The Harvard Diggins Library is closed for February for remodeling.

g. **Mount Carroll District Library** – The Mount Carroll District Library is currently a union list library and will be upgrading to circulating. They are doing renovations and are waiting for elevator parts due to supply chain issues. Their current internet connection is not good at their temporary location. They are not filling holds.

IX. **BYPT "Bring your Problems Time"**

a. **Circa Inventory** – The Circa inventory module lists the closest barcode if it cannot find the one you scanned. A Help Desk ticket for this problem has been opened with Innovative. Slanicky (PC) will follow up with Innovative.

b. **Capri Module App** – Multiple bib records for the same format only uses the most recently created record and is causing problems with holds. Innovative is working on the problem.

X. **Ideas for "Did you know"?** - This is a feature of the monthly PrairieCat newsletter and is available on the PrairieCat support site. They may cover a situation that we think the members should know about. The topic can cover a commonly asked Help Desk question for the month or have additional detail on

how a particular function in Sierra works. Landis (PC) is always looking for ideas. Anyone is encouraged to email suggestions to her at melissa.landis@prairiecat.org. One can subscribe to the newsletter at https://support.prairiecat.info/newsletter.

XI. **Questions, comments, etc.**

    a. **New MARC Member –** Congratulations to Ashley Swanson from FR who has completed the training for becoming a MARC member**.**

    b. **WorldCat Holdings Update** - Last year about this time you received communications from OCLC about the opportunity to do a free reset of your holdings. The other LLSAPs contacted OCLC for a coordinated update. All the records from PrairieCat were processed. Each report had to be manually handled one at a time. A reset of each library's holdings in OCLC has been completed. Slanicky (PC) does not have access to the results yet. The January file did not get loaded because of a SWAN server issue. This month, the February 27 extract will contain both the January and February adds and deletes sent to OCLC for processing. Slanicky (PC) is working to make the process automated instead of having to run it every month, manually around the 27th of each month. If a member library receives a request from World Share for items that are not owned by them, a Help Desk ticket should be opened so PrairieCat staff can figure out what went wrong.

XII. **Adjourn -** The meeting was adjourned at 10:37 am.

XIII. **Next meeting is Thursday, April 13, 2023**

    MARC/MARC-trainee Catalogers meeting to follow Technical Services Committee meeting. (Zoom session will be open @ 11:00 but meeting will start at 11:15 a.m.**)**

PrairieCat Technical Services Committee
FY2023

CUG and TSUG Representation: Elections will take place in May each year, concurrent with Administrative Council elections.

Tier 1 public libraries – 2 seats
Tier 2 public libraries – 2 seats
Tier 3 public libraries – 2 seats
Academic/Special/School libraries – 1 seat
At-Large members – 4 seats
  Union List members are welcome to run for At-Large seats.

Seat	Office	Name	Email	Library	Term Expires
Tier 3 Public		Jenna Diedrich	diedrichj@galenalibrary.org	Galena PL (GA)	Jun 30, 2024
Tier 1 Public		Kristi Fane	kristif@northsld.org	North Suburban PLD	Jun 30, 2023
At Large		Elaine Chapman	emchapman@reddicklibrary.org	Reddick PLD (RL)	Jun 30, 2023
At Large		Tricia Dean	tdean@wilmingtonlibrary.org	Wilmington PLD (WL)	Jun 30, 2023
Tier 2 Public		Alice Groth	grotha@eastmolinelibrary.org	East Moline PL (EM)	Jun 30, 2025
Tier 2 Public		Kat Solheim	kats@nippersinklibrary.org	Nippersink PLD (KR)	Jun 30, 2025
At Large	Vice Chair	Ashley Swanson	aswanson@fossilridge.org	Fossil Ridge PLD (FR)	Jun 30, 2025
Tier 1 Public		Kim Brozovich	brozovich.kimberly@rigov.org	Rock Island PL (RP)	Jun 30, 2024
Tier 3 Public		Nicole West	nikki@rivervalleylibrary.org	River Valley DL (RD)	Jun 30, 2025
At Large	Chair	Lora Totton-Schwarz	lorat@woodstockil.info	Woodstock PL (WO)	Jun 30, 2025
Academic/Special /School		Carol Conderman	cconderman@mail.meridian223.org	Meridian CUSD #223 (MS)	Jun 30, 2024

3 terms expiring 2023: Elaine Chapman, Kristi Fane, Tricia Dean
3 terms expiring 2024: Jenna Diedrich, Kim Brozovich, Carol Conderman
5 terms expiring 2025: Alice Growth, Kat Solheim, Ashley Swanson, Nicole West, Lora Totton-Schwarz