

**MINUTES  
EVERGREEN INDIANA CATALOGING COMMITTEE MEETING**

September 13, 2011

Present:

Judy Hill, Chair (Plainfield Public Library)  
Marlane Gutzwiller, Secretary (Madison-Jefferson County Public Library)  
Terri Wichman, Upgrade Coordinator (Jackson County Public Library)  
Cindy Wilson, Certification Officer (Butler Public Library)  
Janet Buckley (Greenwood Public Library)  
Sarah Childs (Hussey-Mayfield Memorial Public Library)  
Jocelyn Lewis (Lebanon Public Library)  
Shelley Lesandrini (Westfield Washington Township Public Library)  
Montie Manning (Alexandria-Monroe Public Library)  
Amanda Piegza (Indiana State Library)  
Shauna Borger (Indiana State Library)

Not Present: None

Chairperson Judy Hill called the seventeenth meeting of the Evergreen Indiana Cataloging Committee ("the Committee") to order at 10:00 a.m. on Tuesday, September 13 at the Hussey-Mayfield Memorial Public Library, Zionsville, Indiana.

**AGENDA:** Manning made the motion to approve the proposed agenda.

Childs seconded. Unanimously approved.

**MINUTES:** Childs moved to approve the minutes of the June 7 quarterly meeting.

Lewis seconded. Unanimously approved.

**OLD BUSINESS:**

Wilson report that four member libraries have not been in compliance with the Evergreen Indiana cataloging training requirements for more than a year. She will contact the library directors and urge them to send a cataloger to one of the upcoming advanced training classes.

Childs announced that one third of the chapters in the EI Training Manual have now been updated. Updated chapters will be emailed to the Committee members for feedback prior to the December meeting.

Hill reminded the Committee that revised chapters of the EI Cataloging Procedures Guide were emailed to members this week. Suggestions and corrections should be sent to her as soon as possible. Hill will then send the final draft out to the list serv,

noting that it is pending final approval by the Committee in December. It was agreed that there is information in the revisions too important to wait until December to distribute. The new version will not be uploaded to the Evergreen Indiana website until final approval.

## **NEW BUSINESS:**

Borger and Hill reported that the Evergreen Executive Committee suggested the EI Cataloging Policy be revised to not require Class C libraries to maintain a CAT 1 cataloger on staff. After discussion, the Committee decided to leave the policy as written but asked Borger to encourage any library that did not have a trained cataloger on staff to select one employee to seek out MARC training and attend the EI advanced training class. Several Committee members offered to visit a library to work with a staff member one-on-one for a day to assist in training.

The Cataloging Policy subcommittee (Gutzwiller, Wichman, and Wilson) presented proposed Policy changes. Additional changes to areas regarding communication and consequences for noncompliance were discussed. The subcommittee will make suggested revisions and email the draft to the Committee for review prior to the December meeting.

The need to periodically update EI Cataloger mailing and training lists was discussed. Wilson suggested that as Certification Officer, she could send out requests each January to get updated information. It was agreed that each library should also specify a primary contact person.

Borger reported that the 'gray records' appearing in the OPAC, are nearly all electronic resource records and belong in the database even though there are no holdings attached. She advised that it may be possible to prevent these records from displaying in the OPAC for all libraries except the one owning the resource if the library short name is used in subfield 9 of the 856 field and the transcend option is not selected. Borger will investigate further.

Scheduling of advanced cataloging classes for the rest of the year was discussed. One library is migrating at the end of September and another at the end of November. Hill suggested that the training be done via a webinar, something that has been suggested by many member libraries. Piegza noted that the State Library has Adobe Meeting software that could be used. It was agreed that regional in-person training classes should continue but a webinar in January is a good idea because of the possibility of severe weather. Piegza, Manning, and Hill volunteered to teach the webinar.

The cataloging procedure for Blu-ray/DVD combo packs was discussed. Lewis reported that an increased number of libraries are purchasing combo packs. She cautioned that if a library chooses to split the pack and catalog each component separately, the 020 and 028 fields should not be included in the bib record. The information could be moved to a 500 field or possibly in a subfield z. The Committee questioned whether the

de-duping script would ignore these fields if using subfield z or if the records would be subject to merging. Borger agreed to investigate.

Childs questioned whether or not the Committee should make it permissible to add the term 'Blu-ray' to a 300 field in an effort to make the distinction from a regular DVD more apparent to the library user. Lesandrini and Hill noted that the Procedures Guide already allowed for the term 'Blu-ray version' to be added (in brackets) to the 250 field, even if Blu-ray is the only available version. Since the edition statement already appears on the OPAC summary page, it was agreed that adding the information to the 300 field is unnecessary.

Lesandrini expressed frustration that a few libraries repeatedly import new records into Evergreen seemingly without checking the database for an existing record first. Assuming this is not done intentionally, Committee members suggested that catalogers may not have the search filter set to 'Everywhere' when looking for records. Another possibility discussed was that if the library does batch-loading, a second library may have added the record in the time gap between adding the record to the batch file and actually uploading it into Evergreen. It was agreed that the Committee chair would talk to the director and/or cataloger of the violating libraries and review record matching procedures.

Hill and Borger reported that the de-duplication program may be run every year. The Committee discussed the positive and negative results of the recent de-duping event. Hill and Borger requested that suggestions for future de-duplication efforts be emailed to them. They will use these comments to help create a joint message for the list serv outlining what was learned from the recent de-duping and what catalogers should do from now on to prepare records for the next de-duplication.

Hill reported that member libraries have contacted her with questions about books with title and series names which appear differently on some books which results in variations on the bibliographic records. The Look & See books were given as an example. The Committee agreed that catalogers should follow Library of Congress Authorities and make sure standard series statements appear in the 8xx fields. Catalogers should catalog based on the information on the item in hand and not worry about being consistent for the whole series. Hill agreed to draft an entry for this to the Procedures Guide.

Borger announced that the Evergreen Indiana database will soon be open via Z39.50 to other Evergreen libraries and consortiums.

Wichman reported that she represented the Committee at the recent EI OPAC Committee meeting where she was asked if Authority Control would improve searching capabilities in the EI database. After discussing the issues, the Cataloging Committee agreed that, although in favor of Authority Control, resources should be focused first on developing 'see also' search capabilities and global editing before pursuing Authority Control.

Wichman reported her progress on revising the EI Cataloging Manual chapter on batch loading. She has discovered that a 'profile' for Evergreen Indiana must be created, perhaps by Equinox, before overlays can be done via the batch loader. Once overlays become possible, the State Library would be able to use the MARC Edit program to update authority records and then batch overlay them in Evergreen. This would eliminate the need for a global editor if Authority records are purchased as planned. The Committee discussed the need for restrictions as to how the batch loader could be used for overlays. Borger announced that the tech team is working on the problem with importing via Z39.50 and the batch loader records with diacritics.

The next Cataloging Committee meeting was set for Tuesday, December 6 at 10:00 am at Hussey-Mayfield Memorial Public Library, Zionsville.

The meeting was adjourned at 2:00 pm.