MINUTES
EVERGREEN INDIANA CATALOGING COMMITTEE MEETING

March 6, 2012

Present: Sarah Childs, Chair (Hussey-Mayfield Memorial 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)
                 Jocelyn Lewis (Lebanon Public Library)
                 Shelley Lesandrini (Westfield Washington Township Public Library)
                 Montie Manning (Alexandria-Monroe Public Library)
                 Shauna Borger (Indiana State Library)
                 Jason Boyer (IT Specialist, Jackson County Public Library)
                 Judy Hill, former Committee Chair

Not Present: Amanda Piegza (Indiana State Library)

Chairperson Childs called the nineteenth meeting of the Evergreen Indiana Cataloging Committee ("the Committee") to order at 10:00 a.m. on Tuesday, March 6 at the Hussey-Mayfield Memorial Public Library, Zionsville, Indiana.

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

Lewis seconded.   Unanimously approved.

MINUTES: Manning moved to approve the minutes of the December 6 quarterly meeting.

Wichman seconded.   Unanimously approved.

OLD BUSINESS:

Borger reported 197 registrations for the Evergreen International Conference have been received and that more are expected. The Cataloging Committee will host a Working Group session during the event.

Wilson reported all but about 20 libraries have responded to the EI Cataloger Survey. Follow-ups have been sent. Results will be sent to Gutzwiller so an updated contact list can be distributed to the List Serv.

Childs reported that the updated EI Cataloging Manual would not be completed until May. She explained that many previously updated chapters now must be revisited because of changes and enhancements in the 2.1 upgrade.

Childs reported that the Advanced EI Cataloging Class webinar went well after some technical problems were resolved. Seven catalogers attended the class. Childs noted that there were not as many questions asked as in the in-person classes. Committee members commented that the traditional classroom training during the past quarter also went well.

Borger agreed to post the recorded webinar on the Evergreen website. The recording would be available to anyone for educational purposes only, not for CAT-1 certification.

It was agreed that the presentation portion of the spring roundtables would be on how to use the Parts function in Evergreen. Childs volunteered to create a PowerPoint presentation and present it as a webinar to be watched at all locations with on-site Committee members leading the discussions. Manning agreed to host a roundtable at Alexandria-Monroe Public Library, Wichman at Jackson County Public Library, and Wilson at Butler Public Library. A tentative date of May 9 was set.

Boyer updated the Committee on the import overlay profiles project proposed at the last meeting. He reported that after further investigation he has found a better solution to the problem of doing global edits in Evergreen. Boyer advised that global edits could now be done with buckets and the new MARC batch editing function. Because user errors would be a real possibility, Boyer suggested that logins with the needed permissions be given sparingly and only after additional training. Lesandrini volunteered to work with Boyer to test the process by batch editing her Overdrive records. (Her library is not part of the EI Overdrive consortium.) Testing would be done on the migration server.

Wilson reported that the EI Cataloging Procedures Guide has been updated to include the required material processing instructions and information about removing the 510 field. She agreed to draft revisions reflecting the upcoming changes in CAT-2 permissions and send them to the Committee for review prior to the June quarterly meeting.

Wichman reported that the Wii cataloging template was now working, but she planned to redo the template so it was appropriate for all gaming, not just the Wii. She also explained her plans to review each of the other existing templates and make corrections as necessary. Wichman asked that each Committee member take some time to also look at the existing templates and report any issues. As each template is reviewed, a notation will be made in the 520 field referring the cataloging to the appropriate section of the Procedures Guide for instructions on using that particular template. Gutzwiller volunteered to work with Wichman to compose these entries for the Guide.

Borger reported a change to the training requirements in the EI Cataloging Policy made by the EI Executive Committee. Now each library is required to have at least one CAT-1 cataloger or an agreement with another EI library to provide them with CAT-1 services.

The Committee agreed that street date restrictions apply to advanced reader copies. Advanced reader copies are not intended for general distribution, so they should not circulate in Evergreen prior to the street date. Wilson will add this information to the EI Procedures Guide.

Borger advised that about 200 free Gutenberg titles have been added to the Evergreen database. These include both e-books and audiobooks, and the records contain a link to the free download. She noted that the MARC records are poor quality and suggested that they be edited. The Committee agreed to divide up the records and each member be responsible for editing a share.

Borger told the Committee that new libraries migrating to Evergreen are now provided a list of MARC training opportunities from providers such as MCLS and Lyrasis.

Childs reported that she has received 4 or 5 responses to her request for volunteers to fill the vacancy on the Committee. She will ask each applicant to provide a resume or additional information and the Committee will select the new member in June.

It was agreed that upcoming advanced cataloging training sites be located for the convenience of the migrating libraries. Wilson noted that only a few libraries responded in her survey that they had staff requiring CAT-1 training. Childs and Lewis agreed to teach a class at West Lafayette in May or June and Buckley with either Piegza or Childs would do a webinar in June.

Childs suggested that the Committee create a procedure for assigning monographic part names prior to the spring roundtable. Because parts are created on a record for use by the entire consortium rather than just the creating library, there should be a standardized format. Childs will draft a guideline with examples for distribution at the May roundtables and for approval at the June quarterly meeting.

The working group session at the upcoming Evergreen International conference was discussed. Several Committee members reported they planned to attend. Suggested talking points for the 1 ½ hour meeting include authority control, copy notes, RDA, and available Evergreen documentation.

It was agreed that RDA should be mentioned at the spring roundtables to make sure all EI catalogers are aware of what it is and the current Library of Congress timeline.

Lewis reported on the EI Overdrive Consortium Committee meeting she attended. That committee discussed with Lewis the possibility of adding the Consortium's Overdrive records to the Evergreen database. They agreed to not pursue adding the records at this time.

The Committee discussed the problem of the State Library's government documents overwhelming OPAC searches. Borger explained that only electronic documents will now be set to transcend, not the microfiche. The Committee agreed this will be helpful, and suggested another improvement would be to enable the filtering of electronic documents in advanced searches.

Borger reported that 3 libraries will migrate to Evergreen on April 11. There will be a modified cataloging freeze from Friday, April 6 to Wednesday, April 11.

Wichman announced she is retiring from Jackson County Public Library effective May 31, 2012 so will be leaving the Committee. Childs thanked Wichman on behalf of the Committee for her years of work and commitment to Evergreen and the Cataloging Committee.

Manning moved that the meeting be adjourned at 12:45 p.m.

Wichman seconded.   Unanimously approved.