

## **MINUTES EVERGREEN INDIANA CATALOGING COMMITTEE MEETING**

September 20, 2012

Present: Sarah Childs, Chair (Hussey-Mayfield Memorial Public Library)  
Cindy Wilson, Vice Chair, Certification Officer (Butler Public Library)  
Marlane Gutzwiller, Secretary (Jefferson County Public Library)  
Miriam Bunner (Mooresville Public Library)  
Margaret Carter (Culver-Union Township Public Library)  
Mary K. Emmrich (Newton County Public Library)  
Shelley Lesandrini (Westfield Washington Township Public Library)  
Jennifer Steffey (Noble County Public Library)  
Jocelyn Lewis (Indiana State Library)  
Shauna Borger (Indiana State Library)  
Adam Bowling (Indiana State Library)

Not Present: Janet Buckley (Greenwood Public Library)  
Montie Manning (Alexandria-Monroe Public Library)

Chairperson Childs called the twenty-first meeting of the Evergreen Indiana Cataloging Committee (“the Committee”) to order at 10:00 a.m. on Thursday, September 20 at the Hussey-Mayfield Memorial Public Library, Zionsville, Indiana.

**AGENDA:** Borger requested a discussion about the “new book” modifier be added to the agenda. Wilson made the motion to approve the revised agenda.

Gutzwiller seconded. Unanimously approved.

**MINUTES:** Lesandrini moved to approve the minutes of the March 6 quarterly meeting.

Wilson seconded. Unanimously approved.

Childs introduced new members Bunner, Carter, Emmrich, and Steffey and announced that Jocelyn Lewis will now be attending meetings as the new Cataloging Division Supervisor for the Indiana State Library. Childs also explained that Montie Manning has resigned from the Committee.

Borger reported that the Advanced Cataloging webinar training went well and that nearly 100% of Evergreen libraries are now in compliance with the consortium’s cataloging training standards. The Committee discussed ways to engage the participants more with review questions and exercises.

Bowling discussed the recent 2.2 upgrade. He predicted that the system sluggishness would end in the next few days.

Bowling and Childs explained that permissions for the Cat-2 catalogers cannot be set to allow importing without also allowing the creation of new records. The Committee

agreed that copy catalogers should not be permitted to import or create records and that permissions should be set to reflect this. This policy change was previously announced on the ListServ but permissions have not yet been changed. Wilson moved that Cat-2 permissions be changed December 31, 2012 to allow time for more training opportunities and for the Procedures Manual to be updated.

Carter seconded.

Unanimously approved.

Borger explained that the "new book" circulation modifier protects the item from holds by other libraries until the modifier is changed. There is concern that libraries are cataloging new items with this modifier and then not changing it when the item comes off the new shelf. This prevents the item from being transited to other library systems indefinitely. The Committee asked that Borger investigate limiting checkout durations for this modifier to either 7 or 14 days. Gutzwiller agreed to create a weekly Tip addressing the problem.

Childs reported that revisions to the Cataloging Manual now require updating again to reflect 2.2 changes. Some sections, like the one on searching, will require a substantial rewrite.

The Committee agreed that a new batch load profile to use when uploading vendor records is needed. This profile could be used by any library that gets records from a vendor and wants to batch load them into Evergreen with their holdings already attached. The new profile would prevent any matching records already in Evergreen record from being overlaid during this process.

Childs asked if the Classification Scheme default setting should be changed to Dewey. Currently the first field in the record is used, which is usually Library of Congress. The Committee agreed that the change could be helpful. Childs will investigate.

Childs explained that the printer font for spine labels is set at the consortium level but this could be changed so each library could change the font locally. After discussion, Childs agreed to poll Evergreen catalogers to see if there is any interest in having this changed.

Wilson explained the difficulty in tracking Cat-1 logins. There are no names associated with many of the Cat-1 logins, and she has no record of training for some catalogers with Cat-1 logins. It was agreed that using generic account names for staff accounts add to the confusion and should be discouraged. Borger agreed to discuss this with the Executive Committee.

Borger cautioned that staff accounts should never be converted to anything else. This is different from a staff member's patron account that has a staff profile.

Borger reminded the Committee of the cataloging freeze October 12-16 and advised that there are no other migrations scheduled until February 2013.

Wilson asked for further assistance in updating the Procedures Guide. Lewis agreed to be the project coordinator. Childs and Gutzwiller also agreed to help.

The next Advanced Cataloging training webinar was tentatively scheduled for November 8 and 9. Lewis and either Childs or Buckley will present. The webinar will be recorded and uploaded to the Evergreen website. Childs reported she has received a few requests for in-person training and will look at the library locations to decide if a regional training class is practical.

The Committee discussed an informal train-the-trainer training for the new Committee members. It was suggested that they attend the November webinar, review prepared scripts, and ask questions rather than have a formal train-the-trainer class.

The need for RDA training was discussed. Borger agreed to ask the Executive Committee about offering an online training opportunity that consortium members could register for and share in the cost. One library would need to take fiscal responsibility for the project. Borger will discuss at the October EC meeting. Two types of training would be required: training for the RDA Toolkit and RDA MARC records training.

The next Committee meeting was scheduled for Thursday, December 6 at the Hussey-Mayfield Memorial Public Library, Zionsville, Indiana.

The meeting adjourned at 1:15 p.m.