MINUTES
EVERGREEN INDIANA CATALOGING COMMITTEE MEETING

September 5, 2013

Present: Sarah Childs, Chair (Hussey-Mayfield Memorial Public Library)
                Marlane Gutzwiller, Secretary (Jefferson County Public Library)
                Margaret Carter (Culver-Union Township Public Library)
                Karen A. Coffey (Union County Public Library)
                Mary K. Emmrich (Newton County Public Library)
                Shelley Lesandrini (Westfield Washington Township Public Library)
                Jennifer Steffey (Noble County Public Library)
                Matthew Stevenson (Plainfield-Guilford Township Public Library)
                Christie Whitton (Peabody Public Library)
                Jocelyn Lewis (Indiana State Library)
                Anna Goben (Indiana State Library)
                Jason Boyer (Indiana State Library)
                Jill Stange (Indiana State Library)

Not Present: Sherry Meyer (Princeton Public Library)

Chairperson Childs called the twenty-fifth meeting of the Evergreen Indiana Cataloging
Committee ("the Committee") to order at 10:05 a.m. on Thursday, September 5 at the
Hussey-Mayfield Memorial Public Library, Zionsville, Indiana.

AGENDA: Emmrich made the motion to approve the agenda.

Lesandrini seconded.   Unanimously approved.

MINUTES: Whitton moved to approve the minutes of the March 19 quarterly meeting.

Emmrich seconded.   Unanimously approved.

INDIANA STATE LIBRARY REPORT:
Goben shared the following:

- The new EI cataloging blog is up and ready.
- The long anticipated payment module is scheduled to go online November 1st.
  Training will begin in October.
- The EI upgrade will be December 13-15. Testing materials will be distributed
  within the next few weeks. Final testing is slated for the end of October.
- The empty volume auto delete function has been activated. Approximately
  166,000 existing empty volumes were also deleted from the database.
- The State Library is working with Emerald to run a deduping program prior to the
  December upgrade.

TRAINING CLASS REPORT:

Childs reported that quizzes were added to the Advanced Cataloging Class webinar in July. Survey Monkey was used for this, so the results could not be viewed until after the class ended.

OLD BUSINESS:

New Committee members were introduced.

Childs reported that some chapters in the EI Cataloging Manual have been revised and will soon be sent to Committee members for review. No changes were needed for the Procedures Guide.

Steffey advised that responses to the annual cataloger survey remains about 50%, even though follow up requests were sent to library directors. It was agreed that next year's survey will be conducted in March to tie in with the EI Annual Meeting.

The Committee discussed what qualities should be sought in an Authority Control vendor. Goben will be 'pitching' the need for Authority Control to the Executive Committee on October 8th. If approved, specs will need to be developed for the RFP. Childs agreed to post a request on the list serv for a cataloger experienced in authority control to assist in this process.

Childs reminded the Committee that the Fast Item Add default status changes have been made and announced on the list serv.

Gutzwiller agreed to send out an updated EI Cataloger contact list this month.

Childs suggested that the Tip of the Week postings be resumed soon and that responsibility be shared by multiple members. Goben noted that there is a place on the new blog to post suggestions for future Tips. Lesandrini and Childs volunteered as Tip writers. Steffey agreed to compose needed Tips for managing branches and Whitton will do the same for Bookwhere concerns. Goben will forward any suggested Tips to Sarah, Steffey, and Whitton, depending on the subject matter. All committee members were encouraged to suggest and compose tips as time allows.

The Fall EI Cataloging Roundtable was scheduled for the week of November 18, the final date to be determined via email. Childs agreed to present a program on the 007 field for DVD and Blu-ray recordings.

Childs and Lewis advised that some cataloging templates have been revised. The Committee discussed the content requirements for RDA templates. Lewis will continue to work on these.

Childs proposed that the current procedure of separating library and trade edition audiobooks be changed to allow both editions on the same record. Gutzwiller agreed to draft a revision for approval at the next quarterly meeting.

Childs proposed that the Committee seek approval for a new item status, "Display". She will introduce the idea to the Patron Services Committee. If they support the idea, the new status will be requested at the next Executive Committee. Whitton made a motion to pursue the new item status.

Emmrich seconded.   Unanimously approved.

Greensburg Public Library has agreed to take on the task of cleaning up the empty Date1 fixed fields in the Evergreen database. Whenever search results are sorted by date, records with blank Date1 fields always appear at the top.

Goben reported she is starting to prepare for the RDA Toolkit renewal process. A library other than ISL needs to be the clearinghouse. West Lafayette did this last year. Goben will email Committee members with information about the liability risk.

Goben announced that the fall development issue/request survey will go out this month. Suggestions from the Committee included improved spine label printing capabilities and downloadable Gutenberg titles being included in circulation statistics.

Goben noted she is preparing the RFQ for the OPAC external content enhancements (cover art, series information, readalikes, etc.)

Goben shared that progress is being made on the acquisitions and serials modules. Discussions will begin in January. Pilot libraries will be needed.

Boyer suggested that a procedure be drafted for replacing barcodes. The reuse of barcodes sometimes causes problems with Evergreen reports and elsewhere. When adding an item back in the database, assigning a new barcode would be preferred.

Childs reminded the Committee that the next quarterly meeting is scheduled for Thursday, December 5 at the Hussey-Mayfield Memorial Public Library.

The meeting was adjourned at 12:30 p.m.