## Minutes

**Evergreen Indiana Cataloging Committee Meeting**

June 6, 2013

Present: Sarah Childs, Chair (Hussey-Mayfield Memorial Public Library)

 Marlane Gutzwiller, Secretary (Jefferson County Public Library)

 Margaret Carter (Culver-Union Township Public Library)

 Mary K. Emmrich (Newton County Public Library)

Christie Whitton (Peabody Public Library)

Jocelyn Lewis (Indiana State Library)

Anna Goben (Indiana State Library)

Not Present: Shelley Lesandrini (Westfield Washington Township Public Library)

Jennifer Steffey (Noble County Public Library)

Chairperson Childs called the twenty-fourth meeting of the Evergreen Indiana Cataloging Committee (“the Committee”) to order at 10:20 a.m. on Thursday, June 6 at the Hussey-Mayfield Memorial Public Library, Zionsville, Indiana.

**AGENDA:** Gutzwiller made the motion to approve the agenda.

Carter seconded. Unanimously approved.

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

Childs seconded. Unanimously approved.

Childs noted that Miriam Bunner (Mooresville Public Library) has resigned from the Committee.

**INDIANA STATE LIBRARY REPORT:**

Anna Goben, new Evergreen Indiana coordinator, introduced herself to the Committee.

The Evergreen upgrade has been postponed until December. Goben explained that version 2.3 will be skipped and the upgrade will be direct to 2.4. A 2-3 month testing period is planned.

**OLD BUSINESS:**

Childs reported slow progress on the EI Cataloging Manual revisions. Target date for completion remains August 2013.

Lewis agreed to invite Bob Jackson to the next Committee meeting to discuss migration issues. Duplicate records are not merging during the migration process.

Lewis advised she was unable to attend an EI Cataloging intro class as scheduled but will do so prior to the next Committee meeting.

Childs reported that the revised EI Cataloging Procedures Guide and a new table of contents have been uploaded to the Evergreen Indiana website. The recording of the most recent Advanced Cataloging class is also available via the website.

Participation in the annual cataloger survey was disappointing. Childs advised that Steffey has resent the survey to libraries that have not responded.

Lewis reported that the State Library may resume searching for a source for authority records. One possibility is Marchive. The State Library had previously been willing to purchase and maintain authority records. Lewis will follow up.

Childs reported that the default item status for the Fast Item Add function will be changed to “in process” within the next few weeks.

**NEW BUSINESS:**

Whitton made the motion to accept Matthew Stevenson (Plainfield-Guilford Township Public Library), Sherry Meyer (Princeton Public Library), and Karen A. Coffey (Union County Public Library) as new members of the EI Cataloging Committee.

Emmrich seconded. Unanimously approved.

The Committee agreed that an updated EI Cataloger contact list is long overdue and that the list should be updated and sent out based upon the annual survey results that have been received so far. Gutzwiller will get the survey results from Steffey and proceed accordingly.

Gutzwiller advised the Committee that she would no longer be able to maintain the Tip of the Week. The Committee agreed to table discussion of a replacement until September.

Childs agreed to post the following to the listserv:

1. Announcement of new members
2. Reminder that the updated Procedures Guide is available for download
3. Note that Tips of the Week are suspended for the summer

The Committee agreed that Advanced Cataloging training webinars would be quarterly, scheduled far in advance. New Evergreen libraries will be contacted and an effort made to schedule an on-site training date if a trainer is available.

The Committee’s current position against hybrid bibliographic records in Evergreen was discussed. Several members noted that RDA/AACR2 hybrid records are becoming more common in Evergreen Indiana, partially because of OCLC’s policy of ‘enhancing’ AACR2 records with RDA elements. Emmrich made the motion to-

* allow the *importing* of hybrid records into Evergreen Indiana,
* not require that hybrid records be edited to strictly comply with either AACR2 or RDA standards, but
* prohibit the creation of new hybrid records.

Gutzwiller seconded. Unanimously approved.

It was agreed that the presentation for the Fall Roundtable would focus on the 007 field for DVDs and Blu-ray bibliographic records. The next upgrade will enable videorecording searches by format, and DVDs and Blu-rays will have different icons. This will be driven by the coding in the 007 field.

Lewis and Gutzwiller agreed to begin working on RDA cataloging templates. Their goal is to have templates for books, DVDs and sound recordings completed by September.

Childs explained that an auto-delete function for empty volumes can be set either locally or globally. Carter made the motion to have this function set globally, affecting all Evergreen Indiana libraries.

Emmrich seconded. Unanimously approved.

Childs will ask Bob Jackson to run a program to delete all existing empty volumes after the auto-delete is set globally.

Carter revisited the problem with unset circulation modifiers and shelving locations. Libraries should be encouraged to run a report identifying their records lacking circulation modifiers and/or having a ‘stacks’ shelving location. She will ask her IT staff to submit a help desk ticket to have a consortium-wide report run.

The Committee briefly discussed the possibility of hosting a session on original cataloging at the next EI Annual Meeting.

Childs reminded the Committee that the next quarterly meeting has already been scheduled for Thursday, September 5 at the Hussey-Mayfield Memorial Public Library, Zionsville, Indiana.

The meeting was adjourned at 12:15 p.m.