Evergreen INDIANA™ LIBRARY CONSORTIUM

Cataloging Committee Meeting

April 6, 2023, 10 a.m. ET, 9 a.m. CT
Virtual Meeting

Members Present:
Anita Brown (Kendallville)
Mary Kay Emmrich (Newton County)
Charles Lemme (Hussey Mayfield)
Jocelyn Lewis (ISL - non-voting member)
Sandra Osborn, secretary (Mooresville)
Arlene Reynolds (Henry Henley)
Monica Riley, chair (Jackson County)
Jennifer Steffey (Noble County)

Members Not Present:
Kayla Morris (Newburgh-Chandler)
Emma Richey (Eckhart)
Christie Whitton (Peabody)

State Library Staff:
Ruth Frasur
Britta Dorsey

Guests included:
Gisela Vore (Syracuse)
Sarah Childs (Hussey Mayfield)

Minutes

I. Call Meeting to Order. Meeting was called to order at 10:06 am by chair Monica Riley
II. Roll Call. Roll call was taken.
III. Approval of Agenda. Minutes were approved on a motion by Mary Kay and seconded by Charles.
IV. Approval of the Minutes from March 2, 2023. Minutes were approved on a motion by Anita and seconded by Sandra.
V. Indiana State Library Report
    A. AACR2 mods. This was a holdover from the last meeting and not discussed.
    B. LibraryIQ. Ruth reported on the rollout of LibraryIQ. Some questions were asked about adding users. Ruth and Britta also reminded us that the servers will be down on Friday-Saturday. Britta reported that the maintenance will add the ability to add empty call numbers. It will also fix problems with importing more than one template at a time. There are also some stat cat fixes.
VI. Training Report
    A. Live trainings
        1. Britta reported that 15 attended her advanced cataloging training in March. The next will be on May 9th and 11th. 43 attended the OPAC training session. She has received over 100 responses on her training survey.
    B. Documentation update

1. Britta updated page 13 in the Procedures Guide to show that the Advanced Cataloging workshop is 4 hours and not 6 hours. The Record Notes section was updated with the approved language, and she updated page 12 to reflect the policy update that was approved previously by the committee. The May 4th cataloging interest group will discuss how to become a cataloger, and Britta asked for some possible resources from us.

VII. Unfinished Business
   A. Variations among printings (Charles; [Emma's proposed procedures](#))
      1. [New Record Standard (Emma)](#). The original discussion on this issue was how to handle print books when the pagination for an item in hand is slightly different from an existing record. We decided to limit the scope of the current proposed procedure changes to the number of pages acceptable for variation for print. Charles made a motion to add that "differences of 3 or less pages" is a match for the 300 $a for print material. If members have questions or want to discuss specific fields or match points, those can be added to a meeting agenda at a later time. This is preferable to opening up the entire list of match points to changes/edits at once.
   B. Procedures Guide Updates
      1. Cover Art Uploader
         a) Procedures. These will need to wait until we have a template.
         b) Template. There was some discussion on file formats for a template for a placeholder until an image for cover art is available.

VIII. New Business
   A. Training requirements for Cat1s
      1. Clarification on what constitutes annual renewal. Currently Evergreen library staff members can be given Cat2 status, then attain Cat1 after they have completed the Advanced Cataloging training and get permission from an existing Cat1 at their library. To retain the Cat1 status, they have to complete the annual continuing education session (annual refresher). Britta asked about the timing of the training, when does a person lose their status if they do not complete the annual refresher. We all agreed that all Cat1s need to take the annual refresher regardless of how recently they took the advanced cataloging training.
      2. What to do when Cat1 does not meet annual continuing education requirements. We also agreed that when a person does not take the annual refresher, they should have their permissions reduced to Cat2, instead of removing their login status completely. They can regain the Cat1 permissions once they have taken the annual refresher. Since this session is recorded, this requirement should not be overly burdensome. Monica will create language to explain this to be sent out to the listserv and updates.
   B. LoC Update - Manga
      1. Use LoC genre/form heading rather than local thesaurus. We approved use of the new LC Genre/Form term "Manga" instead of our locally defined term for Manga. This was passed on a motion by Sandra and seconded by Charles.

IX. Announcements. Ruth mentioned an update on Circ1 permissions for updating barcodes. More later.
X. Next meeting: 10am ET, 9am CT June 1, 2023, via Zoom.