MSC CMC Meeting Minutes
December 3, 2025, 11:00-12:00 PM
Submitted by: Anders Johnson

CMC Members Present: Sydnie Tallman, Carly Delsigne, Courtney Lujan, Angela Claver, Anders Johnson, Kat Wilson, Elizabeth Fellerer, Paulette Parpart, Lyndie Parke

MSC staff Present: Amy Marchwick, Laura Tretter, Keiley McGregor, Mel Carroll

Guests Present: Katy Campbell, Victoria Contreraz, Cindy Thomas, Hannah Mundt

I. Library Announcements
    a. Paulette:
        i. Paulette (Missoula Public Library): Paulette's cataloging workshop was accepted for the Montana Library Association conference. Paulette will serve as cataloger-in-residence for the entire event, offering 1:1 consultations and helping with cataloging questions
        ii. Paulette reminded attendees that any items brought in for the event for cataloging should be barcoded.
    b. Laura / Anders
        i. Laura noted that Anders (MT Department of Transportation Library) has become a reviewer for the Montana NACO funnel.
        ii. Additionally, Courtney Lujan is taking the NACO training, though Courtney's training was interrupted by the government shutdown. The expectation is that it will resume in January. Courtney needed access to RDA Toolkit as well which Courtney currently does not have.
        iii. Laura mentioned that the training is great for catalogers wanting to expand their skills, though it is not for beginners.
II. Meeting Minutes from last CMC Meeting Were Reviewed
    a. No comments
III. OCLC Streamlined Holdings Sync – Update
    a. Laura reminded attendees that the purpose of this process has to do with making sure that materials in Workflows correspond with library holdings that appear in OCLC, i.e., that there are no mismatches.
    b. Laura and Amy have finished the cleanup from the first batch and are working on how to pull records for the next batch to send to OCLC; a case will be opened so OCLC can schedule the next sync, expected in January.

c. OCLC has suggested that the sync may not need to occur quarterly; Laura expects it will happen two to three times a year, with twice a year being most realistic.

d. Laura hopes circulation and ILL staff are seeing improvements with their holdings and asked if anyone has noticed changes; Cindy Thomas Plains said a big improvement has been noticed.

e. Laura added that this is the kind of process where not noticing anything could be a good thing insofar as it means that people aren't running into mismatch issues.

f. Laura said that if anyone receives an ILL request for something their library no longer owns, they should let MSC staff know as this could be a sign of holdings not being synced.

IV. Permanent Local Records

a. Laura has updated the Bibliographic Standards knowledge base article related to permanent local records, mainly in terms of the formatting rather than content.

b. The local permanent records article was broken into clearer sections in order to make it more legible, and Laura speculated that this article may eventually need to become two separate articles.

c. Laura noted that the article tries to define when the creation of a permanent local record is appropriate (for example, computers, equipment, kits, and Library of Things).

d. For permanent local records, Laura recommended using the Add Title wizard instead of unshadowing brief records, since explaining how to unshadow requires additional steps. For this reason, Laura took out some text from the article about creating brief title records for permanent local records.

   i. Laura asked for feedback / if this made sense; no one disagreed with the decision.

V. Cataloging Library of Things KB Article

a. Laura began work this Summer on a knowledge base article about Library of Things. This could refer to items like blood pressure monitors, for example, which are now in Workflows.

b. Paulette described having a temporary record in the system that Paulette then duplicates when cataloging library of things.

c. Laura said that it is one way of doing it. In OCLC there are a lot of good library of things records (e.g., Angela's library in Polson brought in cake pan records from OCLC that were of high quality). Laura emphasized that MSC staff don't want to tell people that they can't do that, but they want to give libraries the

option of having one record in Workflows that they put all their cakepans on (for example), OR they can have more detailed and specific records which they have imported from OCLC.

    d. Courtney Lujan asked if it is ok to import a record via smartport from OCLC, but then delete the OCLC number in Workflows (The idea being that then there will not be ILL requests for items that are meant to circulate locally only).

        i. Laura said that is ok and one way of doing it. There is a way to block OCLC interlibrary loan requests for particular items. Laura recognized that some items are meant to only circulate locally.

        ii. Laura added that one of the goals with the Library of Things KB article is to outline these different options.

        iii. Laura showed the group the cakepan record from Polson Library as an example, and also touched on how the custom cover art was being displayed based on the UPC number in the record.

    e. Laura asked for help with developing the library of things KB article before the next CMC meeting.

        i. Angela, Anders, Courtney, and Paulette all volunteered to assist with this task.

VI. MARC 653 Field

    a. Laura noted that MSC staff have been receiving an uptick of questions about the 653 field lately; this field is for uncontrolled index terms, e.g., subject terms that are not derived from a controlled vocabulary like Library of Congress subject terms.

    b. Laura noted that these terms have not been suppressed in Enterprise for most library profiles. If they are suppressed but in the MARC record, they will still be used for returning search results.

    c. Laura added that when LOC terms are lacking, the 653 can be a valid alternative option for indexing.

    d. Anders added that if one is using index terms from a non-LOC vocabulary that are from another controlled vocabulary (e.g. Getty AAT), one option is to still use the 650 but use second indicator 7 instead of 0, and then a $2 in the field with the name of the vocabulary. Anders noted that his library has a lot of records like this as they sometimes pull from a controlled vocabulary for specialized transportation terms when cataloging. These terms were originally suppressed in Enterprise but Anders asked CMC staff to un-suppress the terms.

e. Paulette asked about MARC Listener, which is a capability of Connexion to directly export OCLC records into Workflows without having to go through Smart Port. Laura said that this is a really nice tool if you original cataloging and that it can be setup by MSC staff for people that use Connexion.

VII. 2026 Meeting Schedule

a. It was discussed that the shorter hour-long meetings will continue into 2026 as they seem to have been working well.

b. Future meetings will continue to be the first Wednesday of the month each quarter, but they may be moved up an hour earlier.

VIII. Closing Discussion

a. Courtney Lujan noted that some links in the authorized fields are not suppressing properly in Workflows; Laura will look into it.

b. Laura asked if others were going to MLA.

c. Paulette asked if someone could provide assistance with using Worldshare Records Manager in advance of the cataloger-in-residence session that Paulette is hosting at MLA.

   i. Angela agreed to help Paulette with Records Manager.