

Content Management Committee – Montana Shared Catalog
October 27, 2021 -- Zoom Meeting online
MINUTES

Call to Order by Amy Marchwick, Acting as Meeting mediator for this meeting, 1pm

Members present: Amy Marchwick, Beth Boyson, Dave Shearer, Paulette Parpart, Alice Ebi, Carly Delsigne, Jodie Moore, Sydney Tallman, Lyndy Parke, Laurie Chipps, Abbi Dooley

Members not present:

Quorum is present. Appointment of meeting secretary – Beth Boyson

Approval of minutes for 08/20/2020 & 3/24/2021 online meeting – Jodie Moore calls for approval of minutes. Motion to approve is made by Jodie Moore and seconded by Paulette Parpart. Motion passes unanimously.

Meeting mediator Update: Amy Marchwick - Alice Keslter has retired from imaginelf. Dave Shearer is retiring in February of 2022. Sarah Creech has departed from Belgrade Community Library and will not be serving on CMC in her new position.

Montana Library Network Update: The new Network Advisory Council has been seated and met and reviewed core service committees and had decided informally to keep the Content Management Committee. There will be some new committees formed and CMC members may move to those committees. The NAC will meet November 9 and after that meeting, CMC members will know more. Jodie Moore serves on the new NAC and advocates for the CMC to stay intact. The bylaws are under review for the NAC. This makes it hard for us to recruit new members to the CMC, and fill all the vacancies. A consensus of CMC members decides to wait and see if there any alterations to the Content Management committee makeup by the NAC.

Functional Item Types Update: At the spring CMC meeting, we voted to recommend the descriptive categories in the record. At the Fall Membership meeting, which will be held in November, the CMC can submit a written report recommending moving the system towards the functional descriptive categories would be beneficial, which CMC voted to approve at the Spring 2021 meeting. Many libraries have moved to descriptive home locations. There has been some pushback from libraries wanting something more specific than stacks. In the small library, the home locations are very descriptive. All they have are 'stacks', usually on one floor. For larger libraries, more detail is required. As new libraries join MSC, not all the changes are made immediately. It's too big of a change all at once. This is part of Acquisitions, and that workload should be examined. Missoula Public uses Acquisitions and has changed holding codes, sent it to the vendor and then they worked it out successfully. See the March, 2021 CMC meeting notes for more details of the functional descriptive categories. Great Falls, Lewis & Clark and Conrad Public all use this descriptive method. The Missoula public schools have gone to this system and the one cataloger for the system has to remember all the different rules for each school. MSC will send a written summary, and a list of all the libraries who use this system.

The Fall MSC Membership Meeting will be scheduled by the Executive Board. Hopefully it will happen in November. The meeting is definitely online.

OCLC Reclamation Update – The cleanup of the records continues. OCLC has given MSC a quote. It will happen in early 2022, either January or February. This should fix a problem that involved OCLC #s and SirsiDynix recommending adding all those records. 60thousand records were in staging, and not OCLC. The majority of these records were from the MtLaw Library and Montana Historical Society. This will clean up those records and that staging area. It will not make perfect our holdings in OCLC as records are replaced. Be careful during discards. At the end of this process, discarding items will be streamlined if all goes well, and everyone will be able to delete holdings without using the discard home location. A warning during discards– do you really want to delete this last copy? would make a good enhancement. This will make the OCLC holdings neat and tidy and accurate.

NACO funnel – Amy has tried to recruit someone to be the NACO funnel for the state. No takers yet. The NACO training was not offered in 2020 due to the pandemic. That would have produced a pool of possible candidates. The NACO coordinator requires a lot of paperwork, is time consuming and is extremely detailed. Amy will attempt to get NACO training for catalogers across the state. Teresa Keenan at Mansfield Library at UM is no longer serving as the NACO coordinator for the state because she has a new position as Digital Librarian. She will take questions about NACO via her email at teressa.keenan@umontana.edu

Incomplete and CIP records – finding and updating/overlaying – MSC does not run the annual update with OCLC to overlay incomplete records due to high costs. Paulette reports that currently the encoding level in the record is 8 quite often, and this prevents an overlay of a complete record. The new record bounces off, and creates a 2nd record instead of overlaying it. If everyone can change that 8 to 1, that would help immensely. Running a report finding these records would find the encoding level of 8. Manually changing those records would be a much larger project. As new libraries are added to MSC and new records are created that are probably not needed, a list is generated for that library of records to check. This brings down the number of duplicate records in Workflows. New MSC libraries have a year to two years to fix these problem records. It's much easier to find these records because a list is generated. Catalogers often update these records, too. MSC searches for records with the 8 encoding level at this time. Other encoding levels are acceptable to MSC at this time. E.g. K or 4.

Bib Records hitting max size –cleanup Some records have too many characters to work properly in Workflows. The batch removal of the junk tags CMC recommended in the Spring meeting has not happened yet. Amy asks if CMC wants to add any fields to the list from the March notes. Dave Shearer recommends the 263 field (projected publication date) be removed. Paulette agrees. Consensus is to remove it. Each library can adjust their own Smartport settings, and eliminate junk tags from downloading.

Public comment – Paulette reports there are nine author entries for Neil Young. Can the subfield E or subfield 4 be eliminated so that the records will combine? Amy will consult with Sirsi/Dynix to see if there is an adjustment to be made that would combine those records and all author authority records into one author record.

Dave Shearer asks if Enterprise displays BISAC headings. Those are book industry subject headings. Does Enterprise display fast subject headings? Amy will check with Sirsi/Dynix

Jodie Moore reports there are records that are large print records and fiction records are attached. The opposite is also happening: large type holdings on fiction records. A batch review of these records with duplicate content in a different format. The correct format picture needs to match up in the catalog. Amy will request a review of these records.

This is Dave Shearer's last meeting with CMC. He will retire after a long, great, outstanding service to libraries in late February of 2022. Thank you, Dave for managing one of the largest migrations into Workflows of the Billings Public Library catalog and for your dedicated work with the Content Management Committee. Your generosity of donating handcrafted bowls to the Montana Library Association is appreciated and we will miss you. #TrueOriginalCataloger

Meeting adjourned, 3pm.

Next meeting, Spring, 2022

Respectfully submitted, Beth Boyson