

MSC CMC Meeting Minutes

6/3/2026

Minutes taker: Anders Johnson

CMC Members present: Angela Claver, Elizabeth Fellerer, Courtney Lujan, Anders Johnson

MSC staff present: Amy Marchwick, Mel Carroll, Laura Tretter, Keiley McGregor, Lora Poser-Brown

Guests present: Katie Burkhalter, Shannon Washburn, Elizabeth Karr, Katy Campbell, Victoria Contreras

- I. Announcements
 - a. Amy M.: New MSL MSC staff hire: Lora Poser-Brown. Lora will be working as a MSC trainer. This is her first MSC meeting. Lora was a media library specialist and has great depth of experience in both libraries and teaching.
- II. Review of Minutes
 - a. No comments
- III. Paulette at MLA
 - a. Laura T.: Paulette was a cataloger in residence at the last MLA conference in Great Falls. Paulette was there throughout the conference. In total, she cataloged 28 items for attendees, and since then other partner libraries have sent her items to catalog via courier.
 - b. Laura T.: According to notes that Paulette shared, Paulette's interactions were split between people who wanted to learn in general about cataloging, and those who wanted help with specific items.
 - i. Those who wanted to learn didn't have much knowledge about MARC or how a bib record is structured.
 - c. Laura T.: Paulette was asked to do a more in-depth workshop next year perhaps as a pre-conference workshop. The workshop could potentially cover different parts of records, define the meaning of tags, indicators, and subfields, subject-headings, authority records, how to catalog different formats etc.
 - d. Laura T.: Paulette has a "cheat book" that she has made and looks at (physically printed out guide that she references)
 - e. Laura T.: Paulette's notes concluded by saying that cataloging is best taught in 1:1 or small class settings, it is challenging with larger groups.
 - f. Laura T.: Overall it was a very successful event.
 - g. Angela: Asked if this sort of cataloging training could be considered for continuing education credits
 - i. Laura: Ask Colet Bartow. It is a good question generally though, how we can better support learning cataloging for those that want to learn.
- IV. Library of Things Update
 - a. Laura T.: Not a lot of updates currently; the biggest addition is a [KB article on cataloging Telescopes](#) that Paulette worked on. The article follows the pattern of

cataloging laptops. Note that it is a very specific record for Telescope acquired through the SpectrUM grant.

- b. Laura T.: A general KB related note: Make sure you double-check the top of the article you are reading, it will indicate if an updated version of the article is available so you can make sure you are looking at the latest version.
 - c. Laura T.: E-Readers: Used to have a KB article on preloaded e-readers that described how to add things like 505 notes. This content wasn't migrated because the practice of pre-loading e-readers has become less common.
 - d. Laura T.: Working more on LoT KB article(s) is a top five priority for Laura.
 - e. Reach out to Laura if you get something new that you don't know how to handle.
- V. Enterprise Format Display for Playaways (pre-loaded educational devices)
- a. Laura T.: The title format facet for playaways is mixed; that is to say, it is all over the place. Largely the formats are split between electronic resources and sound recordings. The formats used for cataloging these are inconsistent.
 - b. Laura T.: Has been looking at best practices for playaways. As a part of this effort, Laura has created a new format / icon for pre-loaded play aways that displays in Enterprise. The next step is to share these best practices with the group.
 - c. Laura T.: One challenge with cataloging these / the format confusion is that the 007 doesn't go into enough bytes, that is, there are not enough characters for playaways.
 - d. Laura T.: Ultimately, it will be on libraries to look at the coding when they are bringing in items.
 - e. Courtney: If there are multiple 007 fields, does it matter which one is first?
 - i. Laura: Wants to verify before confirming, but potentially.
 - f. Laura: The formats used in OCLC are inconsistent as well so it is not just an issue with MSC records in Workflows.
 - g. Courtney: With Vox Books it can be hard to find good records in OCLC, those often require a lot of extra enhancement as well.
 - h. Laura T.: OLAC (On-line Audiovisual Catalogers) has a lot of best practices guidance documents related to difficult to catalog items. Laura recommends looking at their guidance documents.
- VI. Series Statements / Linking:
- a. Laura T.: To recap, in May of 2025 Mel got series linking working. It has been a great addition though there are still a couple improvements we can make.
 - b. Laura T.: Example: The series "Library Love", in Enterprise you can click the series name and then the user will see everything in that particular series. When you go into the item record the series linking will work as well.
 - c. The series name that displays in Enterprise is based on the 490 field in the MARC record. If there are multiple 490s it will display the first 490. Therefore, if you edit a 490 to make it consistent with a series name in your catalog, make sure that it is the first 490 in the record. SirsiDynix has been asked to work on an option to make the edited 490s show up as the first option automatically, but that is not currently available.
 - d. Laura T.: Importantly, for this to work, the series statement has to be consistent across records.

- e. Anders: The series linking has been a great addition though there are still some limitations. For instance, for the MDT library catalog, we had to suppress the volume number subfield (v) in the Enterprise display in order to get the series linking working. Is this an inherent limitation of Enterprise or can it be fixed?
 - i. Laura: That volume shows up ok for libraries that use the 490 for the series name, your library may be based off the 830. This is a Mel question.
 - ii. Anders: I am fairly certain my library series links are drawn from the 830, so the issue must be related to that specific field.
 - iii. Mel: Will look into it.
 - iv. Anders: Thank you, it isn't a big deal but it would be nice if the volume could display as well.
- f. Angela:
 - i. Is it ok if the volume subfield is inconsistent or does that affect the series linking as well? There is some inconsistency between graphic novels, fiction, etc.
 - ii. Laura T.: Subfield |a has to be consistent for series linking to work. Variation in 490 subfield |v (volume number) does not negatively impact the series linking functionality.
- g. Laura T.: Technically, the 490 is supposed to be a transcribed field (i.e. you transcribe it based on how it appears on the item itself), so this can introduce little inconsistencies over time. For various reasons, MSC has decided to use 490 for series linking, therefore libraries should make sure the 490 is consistent, even if it isn't a perfect transcription. That said, Laura would not edit an OCLC record to use a non-transcribed title, only MSC Workflows records should be updated in this way, because OCLC records will usually be following the transcription rule that is more generally correct for the field.

VII. Standardization of Item Record Policies

- a. Laura T.: There has been a renewed push in the MSC for updating circulation types. In the past, there was a lot of variation and redundancy in the terms used.
- b. Laura T.: Item type was moved to Circ type; What it does is it sets how your item circulates, e.g., 7-day, 14-day, 28-day circ policies, etc. This used to be called functional item types but is now called circ types to be clearer.
- c. Amy: This move to using circ types was discussed back in 2018/2019; the holding codes were all over the place. We rolled it out a couple of years after that.
- d. Laura T.: About 40 percent of MSC libraries are using this now, and any newly added libraries are using this as well. A date of November 2027 has been set for getting any remaining libraries to use these circ types instead of item type.
- e. Laura T.: At the last MSC members meeting, there was a poll that showed some members still have concerns about switching over to the circ types. MSC staff will work with those libraries.
- f. Laura T.: This all especially affects Partner and other Sharing Groups because if there are inconsistencies in the item type/circ type field, it makes Enterprise records hard to parse for users; the different types can look very chaotic on sharing group records.

VIII. Item Cat 2: "MIDDLE" audience

- a. Laura T.: Item Cat 2 (audience) uses these terms: Adult, Early, Easy, Juvenile, YA (specials use item cat 2 differently).
- b. Laura T.: MSC is adding MIDDLE and still thinking about description for a description that can be displayed in Enterprise. Some libraries have been expanding the middle-aged reader categories
- c. Angela: To clarify, young adult can get unwieldy as a category; so are you thinking about creating a new category between juvenile and young adult?
- d. Laura T.: Yes, think something like “Tweens”
 - i. Right now MSC staff are using “MIDDLE” as the name for the policy, but are looking for a better term to use in terms of what appears on the description in Enterprise
 - ii. Amy M.: If anyone can think of a better term for that middle category, reach out to MSC staff

IX. Automated Item Cleanup

- a. Laura T.: Just some review of things MSC staff have been doing in the last year or so related to automated item cleanup. This was shared via newsletter but is worth recapping.
 - i. Aug 2025: Began moving missing, lost, etc. items that have had that location more than 3 years to discard
 - ii. Oct 2025: Added additional locations that will automatically be updated to discard after 3 years
 - iii. May 2026: Started automatic item cleanup for item checked out to system users (e.g. repair, story time, etc.); if these items are checked out for 3 plus years, they are automatically moved to missing status (if an item has been in repair status for 3 years, it is probably missing at that point). These items will then sit with a missing status for another 3 years, after which point it will be moved to discarded.
- b. Mel: Catalog clean-up reports: There is a report in BCA (Automated System Cleanup report) where one can see things moved to discard and review them before they are discarded on the 1st of the month.
- c. Laura T.: On a related note, there is a new link to BCA, update your links if you have it bookmarked: <https://mtsc-bca.bc.sirsidynix.net/bcanalytics/asp/Main.aspx>

X. Final Questions / Thoughts?

- a. Laura T.: If you have ideas for item cat 2 “MIDDLE” term, let MSC staff know.