<u>CORRECTIONS TO THE MINUTES from 9-26-00</u>

Please list Debbie Luck as "present."

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Update on Cape Fear:
Hi LInda,
   I saw your announcement about our change to NC LITN. We are going to NC LITN as soon as the database can be extracted in Provo and our records added to the NC LITN database. However, we have paid our fees for the 2000-2001 year to SIRSI, and will be using the CCLINC catalog for our students, faculty and staff at least until December. I will let Luella know when we officially leave the CCLINC consortium. So officially, we are still a member of CCLINC until we come up on NC LITN. Thanks.

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Serials Subcommittee minutes:

SERIALS SUBCOMMITTEE
UPDATE
September 26, 2000

Two subcommittee members, Mario Ramos (Randolph) and Ann Whitehurst (Pitt) have been making progress on bringing a few titles under serials control on the test server. Titles include *JAMA* (Mario) and *Heart and Lung* (Ann). Ann has also been working with *Journal of Light Construction* and *House Beautiful.*

Information on entering a range of holdings for a periodical title onto the MARC record has been received from the Nebraska Independent College Library Consortium for committee review. A Rutgers University site of serials procedural documents for data entry on Unicorn is also being reviewed.

The committee is still awaiting the name of a SIRSI staff person who may be contacted regarding serials issues and concerns.

The serials subcommittee will send a list of additional serials titles for placing on the test server to Roxanne Davenport, NCCCS Library Services.

Lorraine Krichko, Chair

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Cataloging Subcommittee minutes:
Notes from CCLINC Cataloging Subcommittee Meeting – Wednesday, September 13, 2000

Persons attending: Debbie Luck, Chair (Randolph); Janet Atwood (Wilkes); Windie Barnes (Sandhills); Gretchen Bell (Piedmont); Cheryl Bowman (Sandhills); Mary Brousseau (Alamance); Fay Byrd (Wilkes); Teresa Frohock (Rockingham); Roxanne Davenport (LRS); Ellen Dickey (Central Carolina); Pam Doyle (LRS); Barbara McKibbin (Cleveland); Libby Stone (Cleveland); Linda Teel (Pitt); Luella Teuton (Sandhills); Nancy Turner (Central Carolina); Ellen Williams (Cleveland)

1. **TRAINING** – The following training was discussed and agreed upon for fall semester.
   A. SOLINET – Mary Brousseau had initially contacted SOLINET about possible training. Debbie Luck agreed to follow up with SOLINET and make some firm plans. Debbie Luck reported that NCCCLRA President Carolyn Oakley had expressed interest and requested an official proposal for having NCCCLRA sponsor and partially fund the SOLINET training for all NCCCLRA members.
      1. General Cataloging (4 sessions in week one)
      2. Interpreting MARC Records (4 sessions in week two)
   B. LRS – Pam Doyle and Roxanne Davenport reported that LRS would offer additional training specifically for CCLINC libraries that would follow up and allow CCLINC library staff to apply their SOLINET training to the Unicorn system.
      1. Cataloging Applications on CCLINC (3 or 4 sessions in week three)
      2. Instructor: Roxanne Davenport
   C. Central Carolina – As a part of their new distance education program in library technology, CCCC will offer cataloging during the spring semester of 2001. Nancy Turner and Ellen Dickey from CCCC met with the cataloging subcommittee to determine cataloging needs of community college library staff that could be incorporated into the CCCC cataloging class. They were also interested in working with library staff to address their continuing education needs through the new program at CCCC. Offering modules as a part of the cataloging class in lieu of requiring an entire semester of cataloging was discussed. Cheryl Bowman suggested that modules would fit her needs better than an entire semester course.
   D. Other training options
      1. Peer training: Gretchen Bell reported that peer training has been discussed by the CCLINC Training Subcommittee. The cataloging subcommittee agreed that this would be an excellent way of keeping cataloging training ongoing and available on demand as new employees are hired.
      2. Hiring of a library school cataloging instructor or experienced cataloger at a university/college to teach cataloging workshops: The subcommittee agreed that this would not be an option unless a "good" instructor could be identified. It remains an option for the future.
   E. Training concerns
      1. While the cataloging subcommittee cannot require anyone to attend training, it will provide information on training options, work with other groups or committees to provide training, and **very strongly recommend** cataloging training for **all** library staff (regardless of past experience or education) working directly with cataloging or indirectly with cataloging through the integrated modules, such as acquisitions and circulation.
      2. The subcommittee recognizes that the global environment requires cataloging staff to be more precise in their cataloging practices and follow consortium-wide standards.
      3. The cataloging subcommittee sees its role as a facilitator of cataloging training, and of establishing procedures and standards and not as a role of enforcer. Enforcement should be the role of the individual library director. The group hopes that its strong endorsement of the aforementioned training will convince library directors to make certain their staff is provided the necessary training.

2. **CERTIFICATION**
   A. Discussed the previously recommended cataloging certification levels.
   B. Discussed the ability to "see" who created a record and the last person to modify the record and whether that was an appropriate manner of identifying staff who repeatedly made errors. A discussion concerning to whom these repeated errors should be reported followed with most members feeling that Roxanne was in the best position to see the overall picture. No final decision was made concerning this.

C. Because of the lack of enforceability, the subcommittee agreed that it would not recommend cataloging certification levels. Training and cataloging standards would instead be stressed.

D. The subcommittee decided that it was in the best interests of the consortium and the integrity of the database that minimum standards be in place for adding records. A team of Roxanne Davenport, Linda Teel, and Mary Brousseau volunteered to work on these standards.

3. **GENERAL CATALOGING ISSUES**
   A. Levels of cataloging records were discussed with the following agreement
      1. Temporary, one-time circulation
      2. Verifying bib records and adding holdings
      3. Using outside source to import MARC records, i.e. Library of Congress
      4. Editing or enhancing MARC records or performing original cataloging
   B. The subcommittee recommended that all temporary records be input in all caps for easy identification.
   C. Levels of cataloging record removal were discussed
      1. "Remove' is a mechanical function
      2. "Deleteme" is a location from which a statistical report can be run
      3. "Discard" is a location for the disposal of records for which there is no need for statistics

4. **SMARTPORT (This discussion also included the pilot libraries)**
   A. Match points were discussed. Roxanne recommended:
      1. Match points: o/o or o
         This would require the system to match on a MARC field where the system would not find a match on the database records – the OCLC number.
      2. Call sources: Class scheme, field, subfield to use, do you want to pick up the last one if the tag # is repeated (ex. DEWEY,82,a,N/DEWEY,92,a,N)
      3. Replace current record could be used as an option but each person needs to be careful to make certain that the "current" record is the appropriate one to replace. The suggestion was made to toggle back and forth between the two screens. An example of an appropriate use of replace would be in the case of a "fast add" in the CCLINC database.
      4. Roxanne recommended searching from "Maintain existing titles" instead of other search wizards prior to searching on SmartPORT.
   B. The subcommittee and the SmartPORT pilot libraries set December 1, 2000 as a tentative date for other libraries to begin use of SmartPORT, assuming that the procedures have been developed and approved by the Cataloging Subcommittee. Cheryl Bowman and Windie Barnes volunteered to work on screen shot procedures.
   C. A procedure for libraries outside the pilot libraries to request SmartPORT use was discussed. It was decided that each library director should request specific staff authorizations <u>after</u> training has been attended. It is the responsibility of the library director to make certain that staff who will be directly involved in cataloging participate in the training being offered as a result of the subcommittee's planning.
   D. It was pointed out that SmartPORT could be used without having the "Add Title" authorization.

5. **Bridges of DAC County Revision** – Time did not allow for discussion of this manual other than the recognition that libraries are developing procedures that are currently being shared. These procedures will possibly be incorporated into the manual