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# I-Share Cataloging and Authority Control Team Minutes for September 7, 2006

Consortium of Academic and Research Libraries in Illinois

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## I-Share Cataloging and Authority Control Team Meeting #2 Minutes

Conference call, September 7, 2006, 10 a.m.

**Present:** Susan Braxton (UIU), Jana Brubaker (NIU), Tony Glass (ERK, IUG Liaison), Diane Lisle (NPU), Priscilla Matthews (ISU), Joan Schuitema (UIC), Jill Garbs (SIE), Conrad Winke (COL), Jessica Gibson (CARLI), Cathy Salika (CARLI), Chew Chiat Naun (UIU – minutes)

**Apologies:** Pamela Thomas (ICC), Casey Sutherland (CARLI)

Approval of the minutes from the August 17 meeting was postponed pending Casey Sutherland's return.

Most of the meeting was devoted to planning the fall forum, which will be held in Springfield on November 1. A number of possible topics were discussed, including CONTENTdm implementation and the issue of metadata records in the catalog, the use of non-OCLC records, and the use of input method editors. Joan suggested that the forum need not include only "how to" presentations but also discussion of broader issues.

The group settled on the following programme:

**10-10:15** Introduction (CARLI staff)

**10:15-11:15** Experiences with Cataloger's Toolkit (Joan (introduction/longtime user), Priscilla (current experiences), Naun (current experiences), Jill (new user experience))

CARLI staff will prepare a "how to get started with Cataloger's Toolkit" handout to distribute at this session.

**11:15-11:45** Searching – tips on new and advanced options (Jana, Paige). Cathy will prepare a handout of fields and subfields included in each index.

**11:45-12:00** New developments, e.g. 490 index, 035/019 handling. (Casey et al. – subject to confirmation)

**12:00-1:15** Lunch

**1:15-2:00** Breakout session 1: discussion of implementation and support issues for Cataloger's Toolkit, cleanup work, training needs, and any other issues attendees wish to raise. The groups will be divided by the size of their institutions, as determined by their coloured name tags. The small libraries group will be moderated by Pam and Tony; medium by Diane and Conrad; and large by Jill and Jana.

**2:00-2:15** Break

**2:15-3:00** Breakout session 2: There will be three session choices: one group will discuss LC's direction for cataloguing (led by Joan); a second group will discuss new developments for OPACs (Naun); Susan will lead the third session soliciting feedback on ICAT cataloguing guidelines documents. John Whisler will be approached about co-leading this session. CARLI will ask attendees to nominate the topics they are interested in when registering.

**3:00-3:30** Wrap-up session. Discussion leaders will report back to the entire group.

The remaining agenda items were postponed. Cathy is preparing a data history document and will confer with Priscilla before distributing it.

Meeting ended 12:30 p.m. The next meeting is scheduled as a conference call for October 3 at 1 p.m.

Respectfully submitted,  
Chew Chiat Naun