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# I-Share Cataloging and Authority Control Team Minutes for April 13, 2010

Consortium of Academic and Research Libraries in Illinois

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## I-Share Cataloging and Authority Control Team Minutes

### Meeting #38

April 13, 2010

Conference call

**Members attending:** Priscilla Matthews, chair (ISU), Kristin Martin (UIC), Gayle Porter (CSU), Emily Prather-Rodgers (NCC), Mary Rose (SIE), Cason Snow (NIU), Pamela Thomas (ICC), Cheryl Wegner (NBY)

**Members absent:** Daren Callahan (SIC)

**IUG Liaison Attending:** Alexis Rodgers (LLC)

**CARLI Staff Attending:** Casey Sutherland, Cathy Salika, Jessica Gibson

### Decisions:

- Minutes for the March 9<sup>th</sup> meeting approved as amended
- Spring Forum:
  - The deadline for submitting handouts for the Spring Forum to Casey is May 7<sup>th</sup>. She will have copies made and load the PowerPoint files onto the laptop for the day of the forum.
  - Cason will represent the committee at the sign in table. Priscilla will also arrive early to serve as backup.
  - The following individuals were selected to lead the authority control discussions: John Whisler (small), Lynn Fields (medium), Kavita Mundle (large), Felix Chu (backup). Casey will notify them.
  - The following team members volunteered to serve as note takers for the authority control discussions: Pam (small), Cheryl (medium), Gayle (large), Priscilla (backup). Note takers will submit their reports to Casey after the forum to be linked from the agenda.
- The committee will present two webinars on Tuesday, September 21, 2010. Priscilla and Casey will present on the Strawn utilities supported by CARLI. Cheryl and Kristin will cover recent changes in cataloging.
- Mary will submit a candidate statement to the team listserv prior to the May meeting. Others interested in serving as chair next year should do the same.

### Discussions:

1. Team Members discussed final details for the Spring Forum. Fifty-two people had registered for the forum at the time of the meeting.

The team discussed technology needs for the forum. A laptop with a web browser and Power Point will be sufficient for all presenters.

Mary expressed concerns about the handouts deadline. If necessary, she will work with Casey to find a solution.

2. Planning for the Fall Forum (MarcEdit workshop) is going well.

Gayle has reserved a computer lab at CSU for Monday, October 25<sup>th</sup>. The room has 30 computers at desks, a round table that seats 7, and room for up to 12 additional chairs in the back of the room. The facilities manager suggests limiting registration to 40 people. The sun room has been reserved for lunch that day. The charge for that space is \$150, reflecting the internal price since CSU staff will participate in the event. Gayle will investigate the possibility of allowing attendees to circulate laptops. We'll need to know at the time of registration how many attendees plan to bring their own.

Priscilla has reserved space at ISU for Tuesday, October 26<sup>th</sup>. The room has 35 computers and a capacity of 42. Attendees can double up at a computer or bring their own laptops.

Although the committee anticipates Terry making his own travel arrangements, the team discussed possibilities that Priscilla will pass along to him. Terry will need to plan to fly in on Sunday and take a cab (or public transit, if he chooses) to the Club Quarters Hotel. On Monday morning, he will take a cab or Kristin will pick him up to go to CSU. On Monday afternoon, he will return to Club Quarters via cab or a volunteer driver. Tuesday morning, Cheryl will pick Terry up from the hotel and drive him to ISU. At the end of the day, he will either take a shuttle to O'Hare or Cheryl will drive him. Because evening flights to Portland are limited, Terry may want to consider staying in Chicago an extra night. The budget should allow for this since we received a reduced rate on the CSU sun room.

3. The MarcEdit workshop will be the committee's primary event for the fall, but two webinars will be presented by team members. Possible topics for the cataloging update webinar include changes to the way series are handled in MARC records, changes in the BIBCO core record, changes to the 260 field, fields to delete from OCLC records, and provider neutral e-book records. The team would like to take advantage of CARLI's new webinar software to record the sessions so that they can be viewed at any time.
4. The team must identify a chair for next year by the May meeting. Mary expressed interest in serving.
5. The team must submit an annual report to IUG. Priscilla is working to have a draft ready before the May 4<sup>th</sup> meeting. She stated that she appreciates any feedback that team members can provide. Casey plans to send Priscilla a copy of last year's report to serve as a template.
6. Kristin announced that the CatER task force has finished drafting their recommendations and are moving towards finalizing their report. She anticipates that they will be finished sometime in May, but the task force won't have an official timeline until later in the week. The task force is considering turning their recommendations into more targeted guidance (cheat sheets) for individuals who are cataloging specific materials.
7. Alexis announced that IUG met in March and fleshed out a tentative agenda for the upcoming liaisons forum. It will include a demo of XC and a panel discussion on the future of the ILS. IUG's next meeting is Friday, April 16.

Submitted by Emily Prather-Rodgers