

7-19-2010

# I-Share Cataloging and Authority Control Team Minutes for July 19, 2010

Consortium of Academic and Research Libraries in Illinois

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I-Share Cataloging and Authority Control Team (ICAT)

## Meeting #41

July 19, 2010

CARLI Office

**Members present:** Mary Rose, Chair (SIE), Susan Gallagher (UIS), Kristin Martin (UIC), Priscilla Matthews (ISU), Dennis McGuire (COL), Lori Murphy (by phone, DPU), Emily Prather-Rodgers (NCC), Pamela Thomas (ICC), Cheryl Wegner (NBY)

**Members absent:** none\

**IUG Liaison attending:** Mary Burkee (UIU)

**Staff attending:** Casey Sutherland (CARLI staff liaison), Jessica Gibson (by phone), Cathy Salika

## Decisions

- Minutes for the June 8 meeting were approved as amended.
- Minute-taking duties will rotate throughout the roster in alphabetical order, with the chair and CARLI staff exempt.
- If any team member has ideas for increasing use of the team Wiki, he/she should let Mary know by posting to the team's e-mail discussion list.
- If no one posts to the team's e-mail discussion list with objections to the content of the CatER report before 5:00 p.m. on July 30, they will be considered approved by ICAT.
- At the August meeting, the team will discuss what needs to be done to provide training and publicity for the CatER report to ensure that all I-Share libraries will be able to follow the recommendations. Members may contact Kristin by phone or e-mail if they have questions prior to the next meeting.
- Series tracing should be encouraged for all I-Share libraries. A best practices document will be drafted soon.
- Locally developed procedures for performing cataloging and authority control may be posted in the new Cataloging section of the I-Share section of the public CARLI Wiki. Posted documents must include contact information for individuals who can provide support and/or answer questions; CARLI will not provide support for these projects. If users want to post proprietary Voyager information, they should e-mail their documents to [support@carli.illinois.edu](mailto:support@carli.illinois.edu); these documents need to be posted in the secure realm of the CARLI website with links provided from the Wiki.
- VoIP using CARLI webinar software is the preferred method for team conference calls. Team members must let Casey know as soon as possible if their institution will not allow VoIP conferencing, but no later than the 8/3 meeting. If all team members can participate in future meetings via VoIP, a VoIP test will be scheduled prior to the September 7 ICAT meeting.
- ICAT will proceed under the assumption that the Library of Congress will adopt RDA after the national testing period and will be ready, by April 2011, to proceed with adoption for I-Share libraries. A sub-team of ICAT members, to be appointed at the August 3 meeting, will be formed to draft work flows and plans for training I-Share library staff.

- Discussion of the “Suggested Priorities for Bibliographic, Holding, and Item Record Maintenance” document, brainstorming of additional projects for the team for 2010-2011, and the CARLI Office Report were postponed until a future meeting.

## **Announcements/Discussions:**

- Casey presented the team’s organizational structure and charge, highlighting the reporting structure, the planning time required for events and the increased focus on both diversifying membership and ensuring continuity of the team’s work throughout the summer.
- IUG has been asked by the CARLI Board to take on additional responsibilities this year by investigating new technologies, trends, and integrated library systems. They will be asked to prepare recommendations for dealing with future changes and two Board members are now liaising directly with IUG by serving on the users group.
- The team’s primary means of communication is the ICAT e-mail discussion list. The default reply method is REPLY-ALL. The team also has access to an internal Wiki, which is used for particular tasks and projects that require the group to draft and/or revise documents.
- The team plans to present two 90-minute webinars on September 21. Casey and Priscilla will present an introduction to Gary Strawn’s authority control utilities for Voyager from 10:00-11:30 a.m. Cheryl and Kristin will present updates in cataloging practices and guidelines from 2:00-3:30 p.m. It is suggested that presentations last approximately 60 minutes with 30 minutes for questions and answers. Presenters will need to sign into both the web conferencing system and the teleconference line.
- The team will host Terry Reese, the developer of the MarcEdit software, at Chicago State University on October 25 and at Illinois State University on October 26. Terry has been provided with all necessary information to make his travel plans. Registration will, initially, be limited to one attendee per institution. If response is low, committee members may receive higher priority for second institutional attendees. Attendees will be responsible for purchasing or providing their own lunches at both locations. At Chicago State, lunch will be catered but must be paid for with exact change or by check on-site. At Illinois State, attendees will have access to the student center. Mary thanked Priscilla and Casey for their work to plan this event.
- CatER completed its report in early July. IUG has provisionally approved it, pending review by ICAT. Several recommendations in the report, including the need for training and the review of a few of our documents, will affect ICAT. Individuals who served on the task force may be willing to help provide some training, as necessary.
- Priscilla has begun drafting best practices for series tracing, including batch loading from vendors. The new BIBCO core requires transcription of series in a 490 but does not require tracing in an 8xx field. Cathy created a query that looks for records with a 490, first indicator 0 that matches a 4xx in a series authority record.
- Kristin demonstrated UIC’s Perl script for authority control, which allows reports to be deduplicated from week to week to ensure that only new problems are listed. The team discussed how tips and tricks like this should be shared with other libraries since CARLI cannot provide support and Voyager-specific information may not be shared on the open web.
- The national testing schedule for RDA is on schedule. It is expected that the Library of Congress will announce in April 2011 that they intend to adopt RDA to replace AACR2. ALCTS is planning informational webinars, but the team agrees that we need to be prepared to provide practical information for I-Share library staff.

- The Library of Congress has announced their intention to publish the *Library of Congress Genre/Form Terms for Library and Archival Materials* (LCGFT), which will appear in print the Supplemental Vocabularies volume of the 32<sup>nd</sup> edition of LCSH. LCGFT headings will be placed in a MARC 655 field with a 2<sup>nd</sup> indicator 7 and subfield 2 of lgft. ICAT and CARLI need to begin thinking of what must be done to support clean up projects, validation, and automation changes. There were questions about whether I-Share libraries will receive the authority records in regular load processes and whether validation will be possible in Voyager or by using the Strawn utilities.

## Tasks Assigned:

- Priscilla will provide Casey with a list of dining options at the ISU student center once it has opened for the fall. Casey will make this information available to attendees of the October 26 MarcEdit workshop.
- Jessica will have the CatER report posted to the CARLI website as provisionally approved, pending ICAT review.
- All ICAT members will review the recommendations and post comments and proposed changes to the team's e-mail discussion list. If no one posts objections to the content before 5:00 p.m. on July 30, they can be considered approved by ICAT.
- Kristin will establish a structure within the public CARLI Wiki's I-Share section for users to post locally developed projects, including coding/scripts, to perform cataloging and authority control. She will post UIC's Perl script for authority control as well as instruction documents. Casey will advertise this new section of the Wiki via a Tips & Tricks post on the blog.
- Mary will draft a statement of ICAT's plans for preparing for the transition to RDA. Team members should provide feedback on the draft via the e-mail discussion list. All committee members should work with their library's director to determine if they will have the resources to subscribe to the RDA toolkit. Anyone wishing to serve on the RDA sub-committee (official committee name to be determined) should be prepared to volunteer during the August 3 meeting.
- Priscilla will draft guidelines for the use of the new LCGFT headings. She will let the team know by or at the August 3 meeting what assistance she needs from team members. She will e-mail Voyager-L about validation issues for LCGFT headings and Gary Strawn about his plans for updating the toolkit.
- Mary B. will e-mail her IUG update to the team.

## Meeting Dates:

Meetings will be held the first Tuesday of the month from 9:30-11:30 a.m. The first meeting will be held via conference call. The following meetings will be held via CARLI's web conferencing system, assuming all members have the technological capability to do so.

August 3

September 7

October 5

November 2

December 7

January 4

February 1

March 1

April 5

May 3

June 7

**Meeting adjourned at 2:05 p.m.**

Respectfully submitted by Emily Prather-Rodgers