Cataloging Committee projects

1. Cataloging Policy was adopted at the Membership meeting last week. There are several noteworthy things in this revised Policy
    a. Most of the new material to the Policy had to do with training and non-compliance.
    b. Two levels of catalogers have been renamed "Certified Catalogers" and "Certified Copy Catalogers." As the name implies, certification is going to be required. This recertification will be required by ALL Certified Catalogers every two years, regardless of qualifications and experience.
    c. All libraries must have at least one Certified Cataloger on staff. This means they have received ME approved training.
        i. Certification is still being worked out, but we hope to have something ready in the next few months, then will most likely cycle through the ME libraries to get the catalogers certified. No library will be non-compliant the first year as we are trying to get everyone certified. We are aiming to have a Certified Cataloger at every ME library by the end of 2021.
    d. Another new requirement is that every library has to attend a cataloging meeting at least once a quarter. We hold meetings the same time every month to aid in scheduling. ME Cataloging meetings are the second Monday of the month at 11:00 am.
    e. Corrective actions have been outlined to non-compliance with the Cataloging Policy:
        i. Mandatory training
        ii. Notify library director
        iii. Notify library's Board of Directors
        iv. Permission restriction from Certified Cataloger to Level 2, Certified Copy Cataloger
        v. Refer the issues to the ME Executive Board
2. ISBN deduplication is COMPLETE!
    a. No final statistics yet, but Coleman will share as they become available.
    b. Please note: no deduplication will ever be perfect. You WILL come across things that make you wonder why it didn't merge on with something else. There IS reason it didn't. Most likely there was some kind of incorrect cataloging in the original record that prevented it from merging. While we tried our hardest to include everything we could in match sets, we were still very aware of bad merging situations and took strides to prevent that.
3. Best practices, training and recertification
    a. These are the Committee's next big projects

Cataloger's Connect

1. Because of the way our second Tuesday fell this month, both the Reports Committee and the Circulation Committee have already met this month. The notes from those meeting were sent out to the general listserv.
    a. January Circ meeting is January 26, 11:00.
    b. January Reports meeting is a working meeting and it will be Jan. 14th at 2:00.
2. No Evergreen Catalogers Working Group meeting in December
    a. January 12, 2021 next meeting

Let's talk cataloging!

1. Bib templates - Yes, they are there for use. But it may be easier to simply import an existing similar bib record using Z39.50 and change it to match item in hand.
    a. Things to remember when doing this:
        i. Change 035 to new TCN from 001

      ii. Do a thorough check of the record to make sure everything from "old" record is replaced with information with the item in hand.

2. Editing "someone else's" record or "it wasn't my cataloging but I'll fix it"
   a. The Missouri Evergreen catalog is everyone's. The records don't belong to any one library, not even the library who first uploaded the record, not the library who last edited the record, nor the library perhaps made a mistake cataloging it. It is every cataloger's responsibility to make records presentable regardless of its origins, especially if you are adding your holding to it.
3. On-order bib records explained
   a. On-orders are often ordered 3 months, 6 months, and even a year in advance. Often there is no bib record available for the item at that time, but it is still important to put the on-order record in the system so patrons can start placing holds. If you are the first library to add a holding to a bib that was loaded as an on-order, please overlay or enhance the bib.
   b. They should be fixed/overlayed as opposed to a new bib record imported.
4. Parts report
   a. Coleman illustrated how to run a report that can help libraries identify parts issues with their items.
   b. There are [instructions](#) on the ME website for setting up folders for running reports.
   c. Administration>Reports>Shared Folders>Templates>ME-Reports>Library Collections (ME)>Lists (ME)>"List of items and their monograph parts.
   d. Output from report tells you if there is a part to help identify if one needs to be placed or removed.
   e. Parts can cause major issues when patrons are placing a hold. For example, if a patron is placing an item that should be parted, but someone doesn't have a part, there is an additional confusing option for the patron to choose, instead of a straightforward "Complete Set" or "Disc X." If a library has a part that shouldn't be there, when the patron places a hold on it, if they happen to choose to place a hold on the one that has a part, they are excluding themselves from any other holding on that record that doesn't have a part.
   f. Please see the ME website for the [common language](#) ME has adopted for parts.

Next ME Cataloging meeting will be Jan 11 at 11:00.

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