

Missouri Evergreen Cataloging Committee  
11/15/18

- Changes to the 007 tag
  - If a BOOK has an 007 tag, leave it, but don't go out of your way to add 007 to books.
- Revisiting ARCs
  - Ron will write up a policy to officially portray our stance of not cataloging Advanced Reader's Copies (aka Galleys) in the Missouri Evergreen catalog.
- Creating script to eliminate unused bibs
  - Blake can and will run a script to delete empty bibs, which he will run after the de-dupe is finished.
  - It was agreed upon to also "turn on" the Evergreen feature of not only deleting the empty volume when the last copy is deleted, but to also delete the bib entirely.
    - Ron will email the list-serv to see if there are any negative remarks about doing this before officially going through with it.
- De-duplication
  - A de-dupe is currently running, started by Blake on 11/4/18, after our latest library, Wright City, joined.
- Shelving locations (in conjunction with the Circulation Committee)
  - There is hope for the Cataloging Committee and the Circulation Committee to work together to come up with consistent terminology in shelving locations.
    - This idea came up from staff members across the consortium doing their state reporting and having to count anywhere from a handful to hundreds and hundreds of different shelving locations to categorize them into age designations.
      - This also brought up a concern of the numbers that should be counted for state reports. In previous years, it was apparently what a single library's (or system) items were loaned to its own patrons. It has been clarified this year (by Terry Blauvelt, Statistical Research Consultant at Missouri State Library) that counts should be: "What your library circulates at your location(s), regardless of who owns the item. So in regards to the report, choose your library for the circulating library, and all ME libraries for the owning library.
  - Michelle Swane (Circulation Committee Chair) and Ron Eifert (Cataloging Committee Chair) will work together to start getting this started.
- Kate Coleman talked about the last meeting of the Evergreen Cataloging Working Group.
  - [Evergreen Cataloging Bug omnibus](#)
  - [General Evergreen Cataloging Listserv](#)
  - [November meeting minutes](#)
- If anyone sees "repeat offenders" of miscataloging, feel free to contact [Ron](#) for him to contact the library to help them.

- Discussion of library participation in emails and committee meetings was discussed. We would love to try to get more member libraries consistently coming and participating in cataloging discussion and help.

Blake Graham-Henderson - MOBIUS

Debbie Luchenbill - MOBIUS

Ron Eifert - Sikeston

Carol Bunton - Washington

Cathy Dame – Lebanon-Laclede

Charity Halstead - Grundy

Kathy Cox - Trails

Liz Rudloff – Ste. Genevieve

Michelle Swane – Ozark Regional

Molly Johnson - Marshall

Nate Beyerink - Trails

John Jones – Ozark Regional

Peggy Northcraft - Marion

Vickie Lewis – North Kansas City

Debby Bridges – Stone County

Kate Coleman – Jefferson County