

## ME Cataloging meeting notes

10/18/21 11:00am

Youtube: <https://youtu.be/9vzE6GyA9VQ>

## Cataloging Committee news

1. Missouri Evergreen User's Conference
  - a. Nice to meet with those who were able to attend
  - b. Had presentations on circulation, cataloging, reports, and admin features
  - c. Slides from presentations will be sent out
2. Cedar County will go live on November 4th
  - a. Next week (10/25-10/29) no merging or deleting bibliographic records
3. Looking at the option of having a cataloging help email
  - a. Available for questions that don't need to go out to whole listserv
  - b. Doesn't rely on the availability of the chair or any single member

## Let's talk cataloging!

1. Managing and reviewing our monograph parts
  - a. Want to include these with monthly reports
  - b. Will just focus on DVD parts so as to avoid too large of a report
2. Please do not reuse barcode numbers
  - a. This creates confusion with items that are/were in damaged or lost statuses
3. Hotkeys
  - a. Kate shared that the list of Evergreen hotkeys will display if you go to the Search the catalog screen and hit Ctrl+H
4. Was unable to prepare a training session for this month.
  - a. Based on interest from attendees, a recording will be made of the cataloging presentation from the ME User's Conference
5. Next meeting, November 8th, 2021 @11:00 am on GoToMeeting.

### **Please contact for questions, clarifications, or additions:**

Missouri Evergreen Cataloging Committee

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