Missouri Evergreen Cataloging Meeting
08/08/2022

Cataloging Committee news

- Gregg will stay on through the end of August to oversee the certifications. Latest numbers:
  - 100 basic certifications
  - 57 advanced certifications
  - Reminder that all current ME catalogers have a deadline of Aug 31, 2022 to complete the certification process. Each ME library needs to have at least one certified Advanced cataloger.
- Hiring panel currently interviewing potential candidates for our next consortium cataloger.
- Coleman has agreed to finish out Beyerink's term as ME Cataloging Committee chair
- Missouri Evergreen User's Conference!
  - April 12-14, 2023 in the MOREnet meeting rooms in Columbia, MO.
- Next migrating library is Barton County Library. Go-live is November 14, so there will be a cataloging freeze the week before they go live, November 7-13.
- Committee is currently working on a Media Piracy Policy so we can have documentation and policy on how to handle situations of counterfeit items.

Cataloger's Connect

- All Missouri Evergreen standing committee meetings, membership meetings, and Board meetings are on the [ME meeting calendar](#) (Member Resources>Meeting Calendar) with meeting connection information.
- Evergreen Cataloging Interest Group (wider Evergreen community - Not just Missouri Evergreen)
  - Meetings are usually held on the second Tuesday of the month at 1:00. Check the [Cataloging IG's wiki page](#) for agenda and connection information.

Cataloging discussions

A call was put out on the ME cataloging listserv of potential discussion topics for future meetings. We had great response and the topics will be spread out over several meetings.

Review of the 007 fixed field in bibliographic records

<u>What is it?</u> - The 007 field is a fixed-length field (aka a fixed field) that codes the physical characteristics of an item.
<u>Why is it important?</u> - The Evergreen ILS then takes those codes and makes them into the icon on the item. Alongside other fixed fields, the 007 drives the icon display in Evergreen.
<u>When do I use it?</u> - For our purposes, the 007 fixed field is primarily used for A/V materials.

- The same string of characters is nearly always the same for a given format.
- If you have dual icons appearing that you don't want, sometimes there is an 005 or 006 present in the bib record that is throwing Evergreen off. Delete those.
- A presentation was done on this topic at the [2021 Evergreen Conference](#). Picture Perfect: Icons in Evergreen ([Slides](#))([Video](#))

DVD	=007 vd\cvaizq
Blu-ray	=007 vd\csaizq

VHS	=007 vf\cbahou
Software and video games (game disc, like PS4, XBox or CD-ROM)	=007 co\cgammmuucuu
Software and video games (game chip, like Switch)	=007 cb\czammmuuuuu
CD Music recording	=007 sd\fsngnnmmned
CD Audiobook	=007 sd\fsngnn\\\ed
Playaway Use both 007s, in separate fields, in this order. The FORM field must be "s" - If preloaded audio icon is showing up alongside the Playaway icon, delete 005/006.	=007 cz\nza =007 sz\zunznnnzneu

Quick overview of monthly cataloging reports run by Equinox

I hope to have detailed instructions for each of these reports soon, but here is a quick overview of what they are, what they are doing for us, and what are each library's responsibilities. **These lists are a great jumping off point, but keep in mind there will be false positives**.

- Generally speaking, something about the bib and holding combination is alerting that there is a contradiction somewhere.
- Also remember that when the script finds a BIB that has an issue, it then puts it on the list(s) for each holding library. So note that if you are doing your list and find nothing wrong, look at the date it was last edited. Someone might have found this bib on their list and fixed it already. Along those same lines, the various DVD/video/VHS reports will have duplicate records on them. You may have fixed it while working on the DVD list, but see it again in the Video list.
- These lists are full of potential merges. Not only should you always try to merge the items, but sometimes it's easier to do so than editing the faulty bib.
- For the lists that are for A/V materials, things to look at first:
  - Is the icon showing as corresponding to the format of the bib? If not, that needs to be fixed. This usually means the fixed fields need fixed.
    - Example: Mismatched DVD report: The icon is book, but both the bib and the holding reflect that the item is a DVD. The fixed fields need fixed so the correct icon is displayed.
      - On this same report, every single video game that Jefferson County owns will come up on this report, simply because the shelving location is "video games." It sees the word video in the shelving location and flags it. This is an example of a false positive.
    - Example: Mismatched Music report: There is NO icon showing. Fixed fields need to be added to make the icon display.
  - Look at the holding itself. If it doesn't reflect at all what the format of the bib is, it will flag it (meaning this could be a false positive). For example, if the format of the bib is for a Blu-Ray, but a library's holding doesn't reflect in any way that it's that format, it will show up on the list.
- For the Large Print reports:
  - Mismatched Large Print BIBS: Records reflect that the bib itself is a large print, but something about the item is causing conflict. This report is looking for something in your item to reflect that it's also LP like the bib is.
    - This report is good to find regular print items inadvertently added to lp bibs.

- - - Possible reasons for false positive: Nothing in your holding is reflecting that it's large print (which may be perfectly fine for your library). Maybe your LP Western are shelved in with the regular Westerns, so you're not using a LP shelving location for those. Or maybe you don't use a LP shelving location for your juvenile LPs.
    - Mismatched Large Print ITEMS: The item reflects that it is LP, but the bib may not be reflecting that.
      - This report is good to find LP items inadvertently added to regular print bibs.
      - The usual issue with this report is the icon is not displaying or the incorrect icon is displaying. The "Form" field in the 008 must be a "d" for the LP icon to show up. If it's not a LP, that field should be blank for a regular print item.
  - Parts report: Separate document on how to sort and filter this large report to make it more manageable.

Missouri Evergreen cataloging listserv etiquette

Sending emails out to the listserv for item checks is a necessary part of maintaining our shared catalog. To help everybody streamline their workflow regarding this task, please follow these guidelines when emailing the list:
- Subject line
  - Please definitely include: TCN of record with the main issue and title
  - Recommended additions: series information, format information
  - Example: TCN #341168 -- Sense of Evil by Kay Hooper
- Contents of email
  - Clear description of the issue and what you need people to do
  - If possible, please include the TCN(s) of any bibs that you are suggesting they transfer their items to
  - Example email contents: "This record had two sets of ISBNs - one set for the hardcover and one set for the mass market paperback, which we cannot have on the same record. I have removed the mass market paperback ISBNs from the hardcover bib. Please check your copies on this record, and if they are mass market paperbacks, please move them to TCN #2630535. Thank you!"

The next meeting will be on September 12 at 11:00 on Zoom.

Questions or concerns? Email the Missouri Evergreen Cataloging Committee: cathelp@moevergreenlibraries.org

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