

Missouri Evergreen Cataloging Meeting

09.12.22

Cataloging Committee news

- Introducing new Consortium Cataloger, Liz Rudloff
- Welcoming our newest committee members, Ben Campbell of Cedar County Library.
 - We are happy to have the voice of someone new to cataloging on our committee.
- Missouri Evergreen User's Conference!
 - April 12-14, 2023 in the MOREnet meeting rooms in Columbia, MO.
 - We will be having cataloging program(s).
- 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.
- October meeting rescheduled to 3rd Monday of the month, October 17, due to holiday.
- Projects the committee will be working on in the next several months
 - We will be making small changes to the ME Cataloging Policy, mostly to reflect that we now have a Consortium Cataloger, a Consortium Executive Director, and a certification process. It will mostly just be verbiage changes.
 - The committee is still working on a Media Piracy Policy
 - Will begin writing a full written guide for the monthly cataloging reports put out each month by Equinox.
 - Will begin writing cataloging onboarding procedures both for libraries migrating into our consortium and for newly hired catalogers.
 - Along with the User's Conference, we will be doing regional cataloging training again in 2023. Regardless of how many of us are now certified, we still feel like regional trainings will be helpful to many.
- NOTE: The "Gift/Donation" item statistical category was accidentally deleted by a consortium member last week. Equinox was able to restore it, but unfortunately any statistics related to items that used that stat cat from February 2022-September 7, 2022 are lost. Mickey is investigating how anyone was able to delete a consortium setting so hopefully we can prevent something like this from happening in the future. If this is an important statistic for you, you may need to do some investigating so you can re-add that stat cat for any items necessary.
 - If you use a local grant stat cat, those were not affected.

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.
- The first Missouri Evergreen regional Circulation Training will be held at Scenic Regional Library on November 17. Keep an eye out on the ME Circulation Listserv for more information.

Cataloging discussions

Communicating via the bib: 040/049/902 fields

- Why do we use these fields in Missouri Evergreen? You've all heard me refer to these fields as the "breadcrumbs" of a bib record. We leave this information for our fellow catalogers to tell them the history of the

bib record's edits. As consortium catalogers, communication is so important, and this is a way to communicate via the bib record.

- **040** - Libraries should place their OCLC code in a \$d field if they make any significant change/improvement to the record. Did you add a subject heading? Did you fix an incorrectly formatted title (245) field? Did you add a synopsis (520)? Those are some examples of edits made that would require you to place your code at the end of the 040 string. This just tells anyone going into the MARC after you that you made improvements to the record last. For our purposes, most 040s will start out the same way, and then libraries will add their codes to the end of the strings. They generally look like:
 - =040 \\\\$a[CODE HERE]\$d[CODE HERE]
- **049** - If you are the library adding a bib record to the catalog, you will add your 049. You will also add one if there isn't one already present for an ME library and you are editing the bib. Adding an 049 is a type of "calling card" that tells fellow catalogers "Hey I added (or fixed, if it's not a new bib record and you are adding your code because there isn't one present) this bib record and it gets my stamp of approval!"
- **902** - This field tells fellow catalogers if a library has merged or overlaid a record. Even if a 902 is already present for an earlier merge or overlay, add an additional 902 for what you have done. They are formatted like:
 - =902 \\\\$a[CODE HERE]\$b9/12/2022\$cmerged
 - =902 \\\\$a[CODE HERE]\$b9/12/2022\$coverlay

Merging records: why, when, and which one?

- Why is merging records so important?
 - First and foremost, it's to help our patrons and staff find exactly what they need. If they are looking for a title and there are even just 2 records for the same item, it can be very confusing to the patron. And when it comes to holds, it's even more problematic.
- When is it appropriate to merge?
 - ME website>Member Resources>Cataloging Training Materials>[Guidelines for merging records](#)
 - We are most concerned about the *content* of the item being the same, not necessarily the binding, ISBN, UPC, etc.
 - Books: Page number within +/- 10 pages, size of item within +/- 3 cm.
 - Audiobooks: Exact same number of discs and same running time and narrator.
 - DVDs/Blu-rays: Exact same number of discs, same running time and special features.
- Which record should be chosen to be merged to?
 - Whichever record you choose to be the lead record, it will ALWAYS need editing. Choose the one that has the most complete bibliography information. This does not always mean the longest record.
 - It is very important to bring any necessary information from the record that will be removed from the catalog into the lead record, especially additional ISBNs (with qualifiers) and UPCs, and any other relevant bibliographic information.
 - Add the statement: Publisher, publishing dates, and paging may vary

Missouri Evergreen cataloging helpful reminders document

- Things that you should be checking before saving ANY bib record you are in. Relatively new document, so wanted to remind everyone that it's there and is meant to be helpful
- ME website>Member Resources>Cataloging Training Materials>[Missouri Evergreen Cataloging Helpful Reminders](#)

The next meeting will be on October 17 at 11:00 on Zoom.

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

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Nancy Rowden (Heartland Regional Library) - nancy.rowden@heartland.lib.mo.us

Liz Rudloff (Missouri Evergreen Consortium Cataloger) - cataloger@moevergreenlibraries.org