

# Missouri Evergreen Cataloging Meeting

10.17.22

## Cataloging Committee news

- Missouri Evergreen User's Conference!
  - April 12-14, 2023 in the MOREnet meeting rooms in Columbia, MO. Hybrid event, so can be attended without traveling.
    - 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.
- 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. It will be ready to present at the December General Membership meeting.
  - 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.

## Consortium Cataloger news

- MARC templates for original cataloging
- Dedupe research
- Permissions research

## 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.
- All Missouri Evergreen catalogers are listed on the ME website under [Cataloging Contacts](#) (Contact Information>Cataloging Contacts).
- 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

### Media bootleg/piracy

- How to spot a fake/bootleg DVD document on [Cataloging Training materials](#) page on ME website
- If you can only find the item on Amazon, that should make you think twice.

- Walmart's website now also operates similar to Amazon, where anyone can sell items personally, not really "vetted" by Walmart.

## Excel tips

- Coleman went through some vital Excel tips to use when trying to parse report data. Reports often have too much data, so knowing how to use Excel is very helpful.
  - Sorting
  - Filtering and how to use the filtering menus
  - Quick cell expansion

## Missouri Evergreen MARC templates

- Currently 15 templates, going to 13-**ish** templates
- An email will be sent out when they are loaded and ready to use
- If there is a template you would like made send Liz an email at [cataloger@moevergreenlibraries.org](mailto:cataloger@moevergreenlibraries.org)

The next meeting will be on November 14 at 11:00 on Zoom.

Questions or concerns? Email the Missouri Evergreen Cataloging Committee: [cathelp@moevergreenlibraries.org](mailto:cathelp@moevergreenlibraries.org)

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