November 26, 2019 – PKS Cataloging Meeting Notes

**Status updates**:

* Data checking and dedup – update on latest runs.
* Data cleanup – If anyone needs a new set of reports, submit request to Megan.
* Overdrive and RBDigital – Will be digital branch for libraries using OD and RBDigital access will be similar. Configuration will not be able to be tested until go-live. Libraries should be sure to have examples they want to verify when we send out the notice for testing during go-live.
* November 20th was deadline to report data issues and November 22nd was deadline for sign-off by ODIN Office.

**New Items/To-Do:**

* Some items from training that need to be discussed related to Best Practices:
	+ Standard record load templates / profiles –We may want default templates and profiles set up for shortly after go-live. Start looking at templates and profiles to determine which fields should be populated in the templates to streamline the cataloging workflows.
	+ MARC 21 validation – Work to compile list for Ann of any changes. Lynn will check OCLC website for validation fields and try to track down what ALEPH is using as a starting point. Several ALEPH tables may be helpful. Check V22 Cataloging Manual – chapter 43 Cataloging Tables. List also attached with this agenda
		- check\_doc table lists all the checking programs that are run when the user chooses the Check Record option from the Edit menu or clicks the "Check Record" icon.
		- Checks made when cataloger chooses Check Field function defined in check\_doc\_line table.
		- Tab\_fix routines make changes to records. List also attached with this agenda.
	+ Authority records – Anyone complete the NACO training/certification besides Kristen? Simply Reports might have options to help with authority checking.
	+ Making changes to existing bib records – again, limited access will be assigned. After the permissions are set for individuals, we will have to fine tune who has access to what.
* Cataloging User Group Chair elections in December – request at least 2 people to run.
* Other issues?
	+ 856 tags - will have to revisit after go-live and possibly do cleanup project this spring.
	+ Delete immediately – BIB records – check with Ann for global setting or individual setting – if not automatic, what type of retention is needed

Cataloging Training Sessions available

* + **Webinar | Cataloging Refresher Dec 4, 1:30pm - 3:30pm**
	+ **Webinar | Cataloging Q&A** Dec 13, 10am - noon
	Presenter: Mike McClellan
	Dial-In Number: 1.877.309.3457 US
	Access Code: 596 300 665#
	Web Link: <https://iii.webex.com/iii/j.php?MTID=m9941e7d8ab212636f4ea97298f3547d9>Meeting Password: RPGPSpzP

**Next Meeting:**

Thursday, December 5th from 10-11

**Connection information** - session will be recorded.

To join click on the following link:

<https://us.bbcollab.com/guest/90d20ccbea9a407399fd573431fd4372>

**Session dial-in:**
Call in anonymously. Attendees using this PIN appear as anonymous callers in the session.

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| • **Dial-in:** | 571-392-7650 |
| • **PIN:** | 4111272841 |