



# SWAN Cataloging Advisory/Serials User Group Meeting

November 14, 2019

9:30 a.m. – 12:00 n.

RAILS Burr Ridge

Main Meeting Room

## Agenda

1. [Introduction](#)
2. [Project X \(OCLC Holdings Manager\) Update](#)
3. [BLUEcloud Cataloging Testing](#)
4. [Cataloging Standards Implementation](#)
5. [Standard Numbers, Book Clubs & Binge Boxes](#)
6. [Serial Control Cleanup](#)

**\*\*BREAK\*\***

7. [Cataloging, Serials, and Acquisitions Group Outlook 2020](#)
8. [Cataloging Reminders](#)
9. [Open Discussion](#)

## Introduction

This meeting coincided with some sessions of the SirsiDynix Connections Summit, so we opened up the meeting by viewing “Deep Dive: A Voyage into the Depths of Symphony Cataloging.” This was a tour of the various wizards and tools available in Symphony WorkFlows as well as a glimpse at BLUEcloud Cataloging and API tools.

The presentation also showcased a Symphony tool SWAN is currently testing to coincide with our upgrade to Symphony 3.6.2: the “Import from OCLC Connexion” feature. This tool allows catalogers to send records to the Symphony server directly from the OCLC Connexion interface without the importing MARC files or running reports. SWAN is currently testing this feature, and we are eager to get it configured at our OCLC Cataloging Libraries to speed up the cataloging process.

## OHM Update

The OCLC Holdings Manager has started to see some development progress thanks to the efforts of Rudy Host. He has created tools to parse MARC records, run comparisons between files parsed from different MARC extracts to determine adds and deletes, and to convert these adds and deletes into OCLC API calls to set and unset holdings as necessary. We will continue to refine these moving parts as we stitch them into a single product.

With the progress we’ve made, we may opt to start using the tool as early as this spring rather than waiting for the sunseting of our current vendor, The MARC of Quality.

## BLUEcloud Cataloging Testing

SWAN completed an evaluation of BLUEcloud Cataloging in concert with staff from Tinley Park, St. Charles, and LaGrange Public Libraries. All testers were present at the meeting and shared some of their experiences with the product.

Opinions on the tool were mixed. The lack of an import/overlay function and difficulty searching for foreign-language materials kept it from being a viable tool to replace WorkFlows, but testers also found the merging and editing tools robust -- particularly the ability to bring up a Symphony and OCLC record side-by-side and drag fields over -- and find it a great tool for individual record overlay and enhancement.

SWAN staff sees enormous potential in the template tools for libraries creating pre-cats and MARCONLINE records, and we hope to use it to both streamline the process to creating these records for our member libraries while enhancing internal consistency in our catalog.

We will be keeping a close eye on BLUEcloud Cataloging Updates and continuing to evaluate the tool for potential opportunities to roll out for specific use cases in the near future.

## Catalog Standards Implementation

The Cataloging Standards Task Force finished their work of creating a set of core cataloging standards in the form of necessary fields to include and delete in a full SWAN catalog record. This set of documents has been published to the support site. We encourage all cataloging staff to read through these documents whether you are an OCLC Cataloging Library or a Pre-Cat Library. The information will be of interest to all catalogers and help you set expectations in the catalog.

The following new documents are the result of this group's work and can be found on the support site under Documentation > Cataloging > Cataloging Standards:

- [Fields to Delete](#)
- MARC Field References
  - [Fixed and 0xx Fields](#)
  - [1xx Fields](#)
  - [2xx Fields](#)
  - [3xx Fields](#)
  - [4xx and 8xx Fields](#)
  - [5xx Fields](#)
  - [6xx Fields](#)
  - [7xx Fields](#)

Like all of our support site documentation, these are living documents and subject to editing. If you prefer to print these and keep them in a binder, we encourage you to check for updates periodically.

These standards are considered in place as of now, but we understand that it may take time to disseminate and adopt them. In early 2020, the Bibliographic Services team in consultation with member catalogers will be putting together a system of quality control now that these standards are available.

### Standard Numbers, Book Clubs & Binge Boxes

This portion of the meeting was to highlight a specific portion of the new cataloging standards. The support site document [MARC Field Reference – Fixed and 0xx Fields](#) includes important information on the use of Invalid ISBNs and Cancelled ISSNs in the SWAN database. While it applies to library-created records for book club kits and local binge boxes, there are other applications of invalid ISBNs that may require a bit of a philosophical shift on the part of catalogers.

To summarize, we are changing the way Symphony handles ISBN and ISSN values preceded with subfield indicator |z. In the near future, values with this subfield will no longer be used for record matching when cataloging and acquisitions reports are using standard numbers to overlay records or attach items. Therefore, we can strategically use the |z subfield to refine how matching works. For example, a record for a book club kit containing 10 copies of a particular book can include the book's ISBN with a subfield |z. New items added by other libraries through acquisitions will not select this record for matching and continue searching for a match – hopefully the record for the book itself.

The documentation on this page will be enhanced in the near future with clearer guidelines and use cases for the |z subfield. We have also not made the indexing change to Symphony yet. It will coincide with our next database rebuild, which is not yet scheduled.

We have also added a short set of recommendations for cataloging library-created binge boxes as well as how to treat binge boxes published by Midwest Tape. It can be found here: [Binge Boxes](#).

### Serial Control Cleanup

Sam Dietel presented a selection of BLUEcloud Analytics reports useful for cleaning up serial control records. One new report – List Controls and Titles with No Expected Issues – will help with this. Depending on how your library uses the serial control module, this report may surface some false positives, but it is a good place to start identifying candidates for deletion.

A question was raised regarding MARC Holdings records that may need deletion. MARC Holdings records must be deleted before serial control records can be removed. BLUEcloud Analytics does not currently provide data on MARC Holdings records, but this functionality is expected soon.

### Cataloging, Serials, and Acquisitions Group Outlook 2020

Advisory and User group overseen by Bibliographic Services will be undergoing some changes in 2020. Here is an overview of our three groups:

#### Cataloging Advisory Group

Because of the success of the Cataloging Standards Task Force, the Cataloging Advisory Group will be changing into a small group of 8-10 members that will meet bi-monthly to tackle specific issues related to cataloging at SWAN. We will refine local MARC cataloging standards, establish quality controls, and reach conclusions regarding emerging formats, local library practice, and any other topics that arise.

We are looking for member staff who wish to be a part of this group. While most of the group will consist of members from OCLC Cataloging Libraries, we are reserving seats for representation from Pre-Cat Libraries as well.

The 2020 schedule is as follows. All meetings are on Thursdays from 1:30-4:00.

- January 9
- March 5
- May 7
- July 9
- September 3
- November 5

If you are interested in sitting on the Cataloging Advisory Group in 2020, please e-mail a statement of interest to [scott@swanlibraries.net](mailto:scott@swanlibraries.net) by close of business Monday, December 2<sup>nd</sup>. Include whether you are willing to commit to a one- or two-year term. We will be announcing the make-up of the group during the first week of December.

#### Cataloging User Group

The current format of the Cataloging Advisory Group will be retained in what is now known as the Cataloging User Group. This will be a forum for any member staff to discuss the SWAN catalog, remain abreast of news, and network with fellow catalogers. The group will also be a forum to surface issues and ask questions that may be returned to the Cataloging Advisory Group for resolution. We expect the two groups to work closely.

The group will be co-chaired by Claudia Nickson and a member volunteer. For 2020, the co-chair will be Sandra Leyva of Alsip-Merrionette Park Public Library District.

### Serials User Group

In 2020, the Serials User group will be absorbed into the two cataloging groups. Considering the overlap between serial control and cataloging and the addition of another group to the mix, it seemed prudent to merge the topics. Both the Cataloging Advisory and Cataloging User groups will be sure to include serials topics in the agendas.

### Acquisitions User Group

The Acquisitions User Group will remain the same into 2020, being co-chaired by Samantha Dietel and Vickie Totton.

### Cataloging Reminders

We communicated a few standards reminders after receiving some requests and seeing some issues arise in the catalog.

### Volume Information

SWAN reminded members of the importance of consistency in volume information. Please review the documents on [Call Numbers](#) and [Serial Call Numbers & Policies](#) and adhere to these guidelines as strictly as possible. Inevitably, situations will arise that thwart our standards. In cases like this, we encourage members to check existing item records from other libraries for precedent. If you observe major inconsistencies or think established precedent is not a suitable way to handle a particular item, please send in a help ticket so SWAN can resolve the situation in concert with other owning libraries.

### Cataloging Unpublished Materials

We have seen some situations where catalogers are overlaying records of unpublished materials with full cataloging. Please refrain from this practice until the item is available for examination. We understand that some libraries receive materials before the street date, and this is absolutely fine. But please do not catalog materials that are not in the hands of any library yet.

### Separating Kits and Boxed Sets into Parts

We have received some requests lately to divide certain items up into parts that are not clearly delineated by the item itself such as sets of flash cards into multiple smaller sets. When using a local record for a library-created kit, this is fine, but when cataloging published materials on communal records, we need to consider the affect of these divisions on the patron experience.

SWAN does not have clear guidelines on handling multi-part items. Aside from our rule about television boxed sets circulating as a whole, there is some gray area regarding other sets of items. So this topic is not an enforcement of a standard so much as an encouragement for catalogers to consider the big picture when handling sets of items. Generally it is best to circulate sets as a whole unless there is a clear delineation of volumes, numbering, or other standard division that can be universally applied.

This is a topic that we will bring to the new Cataloging Advisory Group in early 2020 with the goal of getting recommendations in place while leaving libraries as much flexibility as possible to catalog items that for practical reasons cannot circulate as a whole.

### The Shadow Flag

The positioning of the shadow flag on bibliographic records is such that it is easy to accidentally click, resulting in a title being hidden from search on Enterprise. Bibliographic Services has done some cleanup on shadowed titles, but be careful with this setting.

While there are some cases where shadowing a bibliographic record is appropriate (i.e. Standing Order Records), generally libraries should shadow materials at the call number or item level.

### Open Discussion

Here is a summary of topics brought forth by members during this portion of the meeting:

- “YES” in 977 field – This was an issue with vendor mapping in Acquisitions. SWAN identified the issue, and it should be resolved.
- Magazine issue with no date – Some magazine titles do not include dates. A question was asked on handling these issues since patrons expect to see a date. In cases like this, SWAN does not recommend inventing a date based on a street date or editorial calendar as there is too much room for variation. Instead, per the SWAN documentation, rely on enumeration to identify these issues.
- Special Issue Check-In – Checking in special issues such as supplements is made difficult by the fact that WorkFlows demands both an enumeration and chronology be entered. Libraries are inputting filler information into these fields and then manually editing items to correct call numbers afterward. Changing the serial control record to only look for enumeration or chronology may alleviate this, but in cases where this is not possible, there does not appear to be a good workaround.