SWAN Cataloging Users Notes

Thursday, June 4, 2020, HH:MM PM – 9:30 – 12:00 PM
GoToMeeting

Chairs:
- Claudia Nickson (SWAN)
- Sandra Leyva (Alsip-Merrionette Park Public Library District)

Agenda/Notes:
I. Welcome and introductions
II. Reopening plans
Attendees were asked to share some of the reopening plans to get Technical Services operations up and running again:

TPS never shut down and has continued to order throughout the lockdown. Staff is supposed to return 4 days a week starting on the week of June 8th. Library was quarantining materials for 72 hours, but a decision was made to stop quarantining based on information that the chances of transmittal via materials is very low.

LGS has also continually receiving new materials and prioritizing items on hold. Holds released on May 18th caused enormous pick list.

Some AMS staff reentered the building on June 2nd, and one staff member has been doing all the ordering. Sandra Leyva did serials throughout closing and they have resumed ordering today. Processing 10 carts (about a week of work) to start. Two circ people have been working remotely doing cleanup work. Still deciding what to do with newspapers. Should they circulate? Asked how other libraries are handling this. Quarantining items and packages for 7 days. Staff masks are required and gloves optional. Starting curbside on the 15th.

DGS has been doing curbside for 3 weeks so far and did no ordering or receiving during quarantine. Had vendor resume delivery, but it took several days until anything shipped even if the orders had been ready since March. Quarantining anything in cardboard for 3 days and

anything in plastic for 7 days in different quarantine areas. Nora later shared in chat that DGS is also doing an A shift and a B shift, so that 3 of them come in Tu/Wed and the other 3 come in Th/F. This way, if someone gets sick and the co-workers need to quarantine, they still have half of the department able to come in and keep things running.

III.   Combo Pack Clean-up

With the implementation of the 590 Combo Pack format in 2019, an evaluation and clean-up of audiovisual materials was called for to ensure records had the correct 590 terminology.

Claudia explained that a report was created to capture records that had the 590 Combo Pack but presented inconsistencies, such as a single 007 tag, a lack of a 250 tag with the combo pack information and 300 tag missing subfield 'e.'

The next step was creating a second report to find records that had a 590 BLU-RAY but should have COMBO PACK. Once those were identified, they had the 590 globally changed to COMBO PACK. And finally, the first report ran again to capture the same inconsistencies on these records.

Claudia emphasized that there were many records with single items attached to Combo Packs, and libraries that split Combo Packs need to attach the split items to standalone records or create pre-cats for the DVD and Blu-Ray. See documentation.

IV.   Inconsistencies with volume field
Chronology pattern – Serials. Sam Dietel reminded libraries that over a year ago a decision was made to strip enumeration for most serial titles for consumer magazines, newspapers and trade journals you want to record chronology only. See Enumeration & Chronology.

Sam is looking at serial controls that still have the enumeration in the call number (for the titles that should have only the chronology) and will be reaching out to libraries.

Problems with volume field for monographic serials, graphic novels and travel guides: Claudia went over the single vs. multipart record and when not to enter the |z volume information in the call number. She showed how it impacts the way holds are placed in Enterprise, as the incorrect placement of volume number in call numbers "forces" the patrons to select a volume. Also, as a reminder, boxed sets should circulate as a unite with a single barcode, per SWAN's policy.

V.   Review of Rec_Status - fixed field

The recent Symphony upgrade included a new fixed field called 'Rec_Status'. It appears in the upper left corner of the record in WorkFlows, and it displays a record status value from OCLC. Libraries do not need to edit or do anything with this field; however, it has shifted the other fields to the right.

Because of this, Claudia asked libraries to make sure the numeric value for the fiction/nonfiction facet is entered in the correct field.

VI.   Quality control – auditing & feedback on Pre-Cat inconsistencies

SWAN staff has been working on methods for gathering and evaluating bibliographic records with the goal of minimizing duplicate records, inconsistencies and missing data, and the findings will be communicated to member libraries in a more systematic way via email and in the next Cataloging Users meeting.

Examples of pre-cat inconsistencies include lack of indicators in the 245 tag, incorrect 590 format, and consistent omission of required pre-cat tags.

Inconsistencies in fully cataloged records will be communicated to cataloging libraries.

Next Meeting :

October 1st – 9:30-12:00

Location: TBD