



SWAN Cataloging Users

Thursday, October 1st, 2020, 9:30 AM – 12:00 PM

GoToMeeting Access:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/667707125>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (646) 749-3122

Access Code: **667-707-125**

Chairs:

- Claudia Nickson, co-chair, SWAN
- Sandra Leyva, co-chair, Alsip-Merrionette Park Public Library

- I. Welcome and introductions, notetakers
- II. Item type consolidation (Sam)
- III. Combo Pack records with standalone items attached – solutions to this problem?
 - Move items to correct records upon receiving
 - Report that catches inconsistencies not perfect
- IV. Binge Boxes – best practices
- V. Vox Books – uploading MARC records (Library Ideas)
- VI. Graphic Novels and books in series – what can we do better?
 - Add as much information as possible to the pre-cat
 - Search for the series to see how it has been previously entered
 - Send in tickets with series inconsistencies
- VII. Cataloging Training Development – self-paced course
- VIII. Open discussion
- IX. Next Meeting
Feb/2021 - TBD

1- Welcome and Introductions

The recording of this meeting is available on YouTube:

<https://www.youtube.com/watch?v=SmV53jFkVCQ&feature=youtu.be>

2- Item Type Consolidation

Sam Dietel, one of our Bibliographic Services Consultant, has been looking at SWAN's list of item types, and working with libraries to consolidate item types that have low usage, with the objective of simplifying circulation rules. If you would like a consultation with Sam to have your library's item types analysis and recommendations, please email samantha@swanlibraries.net.

3- Combo Pack records with standalone items attached – solutions to this problem?

We have detected the ongoing problem of libraries using combo pack records for single items, and adding explanatory staff notes stating things like 'Blue-Ray only' or 'contains 1 disc.' As a reminder, combo packs are for Blu-Ray + DVD, not for split parts or standalone items. For those, a pre-cat should be created in case there is not an existing record.

Also noted, sometimes libraries order the combo pack and end up receiving only the Blu-Ray or the DVD. The best recommendation is going into the catalog and transfer your item to the correct record as soon as you know you will not be receiving the combo pack – if there is not an existing record, please create a pre-cat.

4- Binge Boxes – best practices

Claudia quickly reviewed binge boxes – in-house created and purchased - and pointed out to the documentation on the support site: <https://support.swanlibraries.net/documentation/66931>. She also emphasized that if you copy or duplicate a library's binge box record, make sure you do not delete or edit any of the fields on their record, for instance, do not delete UPC numbers to fit in with your own binge box.

5- Vox Books – uploading MARC records (Library Ideas)

This type of material is becoming increasingly popular and a question had been submitted by one of the member libraries as to whether any library loads MARC records directly from Library Ideas. Nobody seems to be using this service, and Claudia pointed out the possibility of bibliographic records and items without orders via the bibload report. For more information:

<https://support.swanlibraries.net/documentation/66797>.

6- Graphic Novels and books in series – what can we do better?

Lately, many inconsistencies have been reported on how series statements are constructed and how the volume information is entered in the 245 tag. SWAN recommends adding as much information as possible to pre-cats and always searching for the series to see how it has been previously entered in the system.

Also, submit tickets with series inconsistencies for SWAN to update all records associated with the series title.

Stand-up comedy – CD or AUDIOBOOK CD?

The ambiguous nature of stand-up comedies and how they should be cataloged led to a discussion about the 590 terminology. Most stand-up comedies display in the catalog as audiobooks; however, for being performances, many libraries voiced their opinion that they should be cataloged as CDs and are searched by patrons in the CD area and not in the audiobook section of the library.

The topic will be brought up to the Cataloging Advisory meeting in December.

7- Cataloging Training Development – self-paced course

Claudia, Crystal and Dawne have been working on self-paced courses and Claudia asked that anyone interested in testing the 'Creating Pre-Cats' self-paced course to email claudia@swanlibraries.net.

The course is expected to be launched to the membership by the end of October.

946 Signature tag

SWAN would like to standardize the signature tag for pre-cats and full records, since BlueCloud Analytics reports can be run based on this tag. The signature field should be formatted this way: library three-letter code, the person's initials (ALL IN CAPS) followed by the date in the format YYYYMMDD.

For example: XYZ/BN/20201007

If editing a pre-cat or a cataloging library editing a full record, please enter the signature like this: EDIT/XYZ/BN/20201007

As a reminder, the 946 tag does not have a period at the end.