



SWAN Cataloging Libraries Meeting Minutes

Attendance:

Cataloging Libraries Present: Israa Abbas (OLS), Joy Anhalt (TPS), Raghda Badr (ADD), Victoria Bitters (ESS), Marie Constuna (CSD), Jenny Cuevas (ADD), Stephanie DeYoung (BLD), Diana DiPierro (LPS), Dani Erway (MED), Bronwen Heneghan (TCD), Amanda Kaiser (SCD), Christine Karns (BDD), Susana Leyva (DGS), Ann Marie Lindsey (GED), Eden Morris (ADD), Paul Rubio (ADD), Melissa Siddiqui (OBS), Nicolette Vaillancourt (NUD), Colleen White (OPS), Katie Yager (RGS)

SWAN Staff: Cynthia Romanowski (Chair), Sam Dietel, Lucas McKeever, Diane Nickolaou, Angela Puckett.

Meeting summary for Cataloging Working (01/09/2025)

Quick recap

Cynthia Romanowski led the first meeting of the cataloging working group, discussing standards and practices, the responsibilities and expectations page, and the issue of over 450,000 records lacking an OCLC number. The team also discussed data management, cataloging, and the challenges of updating templates for pre-catalog records. Lastly, they discussed the management of duplicate records, the challenges of cataloging using the term DVD in the subfield e, and the need for updating documentation and incorporating new information into the catalog.

Next steps

- Lucas to create a mini certification course for pre-cat libraries on adding ISBNs to existing records

- Lucas to update pre-cat templates with new 300 field standards for combo packs
 - Cynthia and Lucas to update documentation on 300 field standards, including examples
 - Cataloging libraries to send Cynthia agenda topics for the April in-person meeting
 - Cynthia to change meeting time for April 10th in-person meeting to 10 AM - 12 PM
 - Cataloging libraries to send tickets for authority file updates, especially for adding death dates
 - Lucas to continue working on the travel series documentation
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Summary

Cataloging Working Group Meeting Begins

Cynthia Romanowski led the first meeting of the cataloging working group, aiming to bring together cataloging libraries to discuss standards and practices that would reflect easily in Aspen. The group discussed the responsibilities and expectations page, which was made live and resides under the Cataloging Libraries page in the documentation. Cynthia also mentioned updating the page to include all AV formats, not just vinyl records. The group agreed to make the page a living document and open to discussion.

The meeting also touched on the topic of pre-cats, which will be discussed further in the Acquisitions and Cataloging Networking Group. Also highlighted was the announcement of moving to Backstage in July for database cleanup and authority files.

Addressing OCLC Number Inaccuracies

Cynthia discussed a significant issue with over 450,000 records lacking an OCLC number in WorkFlows, which was causing inaccuracies in the real-time availability of items in OCLC WorldCat Discovery. She explained that this issue was discovered when trying to implement OCLC's real-time availability, which requires an OCLC number for accurate tracking, in WorkFlows it is the 035 (OCoLC). Cynthia also mentioned that her team had found a way to automate the addition of these numbers to the database for records that already have an OCLC number within it but not in an 035. She asked for help from Cataloging Libraries in updating these records, especially those that are older, by importing enhanced OCLC records and not editing them in WorkFlows only. Cynthia also clarified the importance of the OCLC number in relation to real-time availability and deduplication.

Data Management Challenges and Solutions

Cynthia discussed the challenges of data management and cataloging in the absence of automated processes. She emphasized the need for diligence in data entry, particularly in avoiding duplication, as it impacts the overall data size and price range. Cynthia also highlighted the importance of team collaboration and the submission of tickets for any identified duplications. She mentioned that their database will be cleaned up by Backstage, but they need to ensure that only necessary data is retained. Cynthia also mentioned the need for careful handling of authority files, suggesting that requests for these should only be made if absolutely necessary.

Improving PRE-CAT Templates and Formats

Lucas shared his work on updating templates for PRE-CAT records to improve their display in Aspen. He explained that SWAN is focusing on eliminating Aspen's usage of the 590 field for formatting in PRE-CAT records, but reassured everyone that the 590 is not going to go away. These PRE-CAT templates are for a variety of formats and are set up to display the proper format until it can be replaced with a full OCLC record. Cynthia suggested that SWAN work with libraries to create their own templates for specific materials. Ann Marie expressed interest in updating their outdated pre-catalog templates and suggested adding templates for DVDs and Blu-ray combo packs. Lucas agreed to consider these suggestions. Susana suggested removing the "Playaway View" template as it has been discontinued. Cynthia mentioned that these templates are also being developed for BlueCloud Cataloging, which will hopefully be improved by the company that bought out SirsiDynix. She hopes to encourage the PRE-CAT libraries to consider using BlueCloud Cataloging in the future.

Duplicate Record Management and Training

Cynthia led a discussion about the management of duplicate records, particularly those resulting from rebindings and reprints, such as Paw Prints and Follettbound. The team debated whether to allow PRE-CAT libraries to add these ISBNs to existing ones or to direct them to submit tickets for SWAN staff to add them. The consensus was to create a mini-training course for PRE-CAT libraries to ensure they understand the process and can accurately identify duplicates. This would help prevent unnecessary record merges and improve the deduplication process. Lucas was tasked with developing this training. The team also discussed the importance of correctly labeling records as "PRE-CAT" to avoid

confusion. Cynthia reminded everyone to submit tickets for records merges when they come across them.

Standardizing DVD and Terminology

Cynthia discussed the challenges they've faced with the inconsistency in terminology for DVDs located in the subfield e. She proposed a standardized approach, suggesting that regardless of whether a DVD comes with a book or a combo pack, they should always use the term "videodisc" and add "DVD" in parentheses, |e 1 videodisc (DVD). This would ensure consistency and make it easier to maintain formats with Aspen software. The team agreed with this proposal, with some clarifications about how to handle Blu-ray discs. It was determined that the same thing will be used for Blu-rays that are accompanying materials, |e 1 videodisc (Blu-ray). If there are two videodiscs and they are different formats, |e 1 videodisc (Blu-ray), 1 videodisc (DVD).

Updating Documentation and Meeting Plans

Cynthia led a discussion about updating documentation and incorporating new information into the catalog as future meetings topics. She mentioned the need to standardize certain fields and processes, and to eliminate duplication. She also discussed the upcoming in-person meeting, which will be held from 10 am to 12 pm, and encouraged team members to suggest topics for discussion. Cynthia also mentioned ongoing projects, such as the Travel Series and the OCLC project, and the need for more projects to clean up the database. She encouraged team members to send in tickets for updates to authority files. The conversation ended with Cynthia expressing appreciation for the team's input and collaboration.