**URSUS Cataloging Standards Committee meeting notes**

**May 16, 2014**

**Bangor Public Library**

In attendance: Bryce Cundick (FAR), Alex Burnett (LLRL), Ryan Jones (LLRL), Cason Snow (ORO), Sharon Quinn Fitzgerald (ORO), Lanny Lumbert (USM), Mary Saunders (MSL), Peggi Loveless (UMA), Gretchen Brissette (UMPI), Katie Donohue (FK), Albie Dunn (InfoNet), Alisia Revitt (InfoNet), Lynn Uhlman (InfoNet), Patrick Layne (BPL), Elizabeth Phipps (USM).

Ben Noske (MAC), & Jessica Thomas (PPL) joined us via PolyCom.

Cason volunteered to be secretary for the day

**General Updates and RDA Implementation**

Round the room on what's been done to date and other Library updates

**Farmington** – library now run by co-managers, IT desk added to Reference area, all student staffing during evening and weekend hours, looking to start RDA in fall. **BPL** –Renovations necessitate a move, looking like August at the earliest, RDA not implemented yet. Purchase of RDA toolkit approved but no funds. **USM** – Gorham remodeling underway, records suppressed during remodel, staff shuffle, all original cataloging in RDA except Special Collections awaiting update of DCRM(B). Tech. Services is now Collection Management. &70K serials/database budget last year. $15 million shortfall for all of USM in the coming year. **MSL** – All original cataloging in RDA, upgrading AACR2 records in OCLC, book scanner acquired to digitize rare and fragile materials. **Orono** –RDA being implemented as possible in all formats, de-accessioning closed journals that have copies in JSTOR, various digitization projects. **LLR** – All original cataloging in RDA, added new cataloger. – Weeding, not renewing some titles. Work in off-site warehouse. Julie has left the library. **Maine InfoNet** – Alisia is now Library System Manager and the Trainer position is filled (Lynn Uhlman), IUG conference informative; button holed info on Sierra migration at other libraries, looking at RDA converter. **Presque Isle** – Library to be converted into Center for Innovative Learning (still in planning stage), OCLC reclamation project nearly complete as last list sent out 5/15; some original cataloging in RDA, Toolkit purchase on hold. **Fort Kent** – cataloging all formats in RDA now; planning for World Acadian Congress. **Machias** – Not doing any RDA cataloging – copy-cataloging only; Toolkit ordered. **PPL** – new music cataloger hired, looking at automating record updates from OCLC, relocating offsite storage; are cataloging using RDA. **Augusta** – Not cataloging using RDA; Director search discontinued, dean retiring, Tutoring, Math and Writing Centers moving into library.

* Discussion about cataloging a person. The background is a graduate student in the New Media Program at UMaine wanted to be added into URSUS as a resource. Head of Reference approved as it is good for outreach to the specific department, and Dean concurred. A draft record was created and added to URSUS. This is a one-time pilot project as the committee and other parties feel that there are other, more appropriate venues for such “records.” Also issues of liability were of foremost concern. The Community Information File is specifically designed for this type of metadata. There are also examples of libraries having “living books” available for limited times during a specific event, e.g. [HumanLibrary](http://humanlibrary.org/index.html), where they are checked out but do not leave the library and the records are then suppressed (or deleted) from the catalog as they do not show up in the OPAC after the event. The decision of the committee is that this is a pilot project and any further requests should be routed to the Committee chair. If it is decided to include more people standards need to be drafted by this committee.
* Sierra
  + Alisia will email link to demo video for Sierra
  + Clean up much less important than previously thought
    - Still, less junk data the better
  + NOTE: Perform fiscal close just before migration
  + The week before seeding, do not perform large batch loads (<100,000 records)
  + Logins with initials only, and users can customize display
  + InfoNet is waiting for new servers. Once they get them a firm timeline will be established.
    - There will be two days of downtime, one in late May and one in July, exact dates are TBD.
  + Other institutions transitions have been fairly smooth
    - Take screenshots of important review file search strategies, so InfoNet can help with recreation in Sierra, if necessary.
* Reclamation lists are nearly done and Sharon thanks everyone for their work in helping out.
* [Cataloging Standards Committee](http://www.maineinfonet.org/ursus/committees/catstandards/) committee members with password can edit site directly.
* Curriculum Materials Center is being instituted at Presque Isle. Gretchen asked about collection development policies and Bryce will put her in contact with someone.
* WorldCat Discovery Services and changes to FirstSearch -- Sharon will have more information after a conference call on 5/20.
* [Books at JSTOR](http://about.jstor.org/content-on-jstor-books) is an e-book purchasing service through JSTOR, Augusta and UMaine are considering.
* Discussion among directors about committing 1% of materials budget annually to purchasing e-books through DDA. Concerns over price for concurrent users, and dwindling database money.
* Alisia cautioned about deleting other institution’s item records. All logins are not scoped, they can be changed but it will not allow users to move or delete other institution’s records making duplicate clean up tricky.
* How long should order records be kept? No set policy, each library should contact the institution’s business office to check on requirements for record retention.
* MLA conference is in its planning stages, Bryce asked for volunteers to present.
* The next meeting set for September 19, 2014, place is to be determined due to remodeling at BPL.

Respectfully submitted,

Cason Snow