URSUS Cataloging Standards Meeting Minutes
20 January 2017
Bangor Public Library

Attendees:

In person: Cason Snow (UM, chair), Jess Isler (UMA), Ben Noeske (UMM, secretary), Alisia Revitt (MIN), Patrick Layne (BPL), Sharon Fitzgerald (UM), Bryce Cundick (UMF)

PolyCom: Asita Albert (UMFK), Mary Saunders (MSL), Jim Roy (MSL), Alex Burnett (LLRL), Ryan Jones (LLRL), Michelle Greene (UMPI), Elizabeth Phipps (USM), Gabrielle Daniello (PPL)

Items of business:

- Approval of minutes. Several minor corrections were made to the minutes from the previous meeting. Michelle will incorporate these and resubmit.

- Local Use Only note to Item Record. Michelle presented an issue she is facing. She would like her library's media material to be checked out only by UMPI patrons. She has tried to accomplish this by setting the status of these items to be i (IN HOUSE ONLY). This seems to work ok as long as she is performing the checkout using her staff account. However, the student worker account is unable to perform the checkout – Sierra prompts for the user name and password of an account with adequate permissions. Alisia clarified that IN HOUSE ONLY is a non-circulating status. She recommended that Michelle submit a ticket to Maine InfoNet describing in general what she wants to accomplish and then MIN staff will figure out the best way to do it.

- WordPress site for Cataloging Procedures. Cason announced that Fogler Library had revamped their website and pointed the Committee to the new URL for the cataloging procedures: https://library.umaine.edu/technical-services-toc/. Everyone is asked to check it out and report any broken links or other problems. It was noted that Fogler staff are still in the process of updating screenshots for Sierra.

- Retrospective LCSH Updates. Cason continues to process these, though so far there hasn't been much to do. He has also been checking for the library typo of the day.

- BIBFRAME Preparation Test. Sharon and Cason attended a series of webinars on preparing libraries for BIBFRAME. Although there was a fee to participate, they might be able to share some of the presentations. They described MarcEdit's MarcNext feature, which can add URIs to names/titles/33x fields. In theory these should have a delimiter of 9, but that would cause them to display in the public catalog so for now using delimiter 0. Cason has been testing this out with some records for Springer electronic books.

- Sierra Cloud demo. Alisia gave a demo of Sierra Cloud – a Sierra client accessed via a web browser (http://ursus.maine.edu/sierra/sierraweb). Chrome is the recommended browser, but Alisia has tested with others and it seems functional in all so far. Currently we are limited to 5 simultaneous users, but the next upgrade (due any time now. But don't hold your breath) should allow unlimited simultaneous users. The advantages of Sierra Cloud are: 1) it can be used on platforms that III has not previously provided a client for; 2) updates don't happen on the local machine, so people who use locked-down computers will no longer need their IT department to intervene every time an upgrade happens; 3) it's more robust than the traditional client to brief losses of internet connectivity; and 4) by communicating via HTTP/S protocols it can be used on networks whose firewalls block other types of traffic (most commonly encountered while traveling). The downsides are: 1) printing happens through the browser so you might not get the output you expect; 2) macros don't work; 3) right clicking might not work as expected; and 4) it times out pretty aggressively (perhaps after about five minutes of inactivity). Alisia also noted that Sierra Cloud is not able to use a camera in your device to read barcodes.

- Continuation of Governance. Cason noted that his two year term as chair of the Committee expires in May. Next on the list of succession is USM, but Elizabeth feels she doesn't have time to devote to the position since she is a part time employee. After USM is UMPI. We discussed for a while. It was noted that past chairs are still on the Committee and are very helpful, and that the time commitment is not too excessive. It was also noted that other URSUS committees have different models of leadership, such as allowing whoever volunteers to be chair to remain in the position for as long as they desire. No decisions were made, but Committee members were encouraged to think about what should happen next.

- New business. Bryce presented a charge from the URSUS Directors (see document emailed by Cason to the Committee on January 19). They are asking us to analyze our cataloging practices, compare with peer consortia, gather metrics on how many items are cataloged and what staff resources devoted to cataloging, and predict what changes are coming to the catalog and what skills are needed by catalogers to be able to handle them. The Directors would like a report by March 17. Some relevant information was gathered by the Committee in 2015 (see documents Sharon sent to the Committee on January 19). Bryce reported that the intention is not to identify areas to cut staff or economize (the sense of the Committee was that we will probably look "thin" compared to peers). Instead the feeling is that we need to take a more system-conscious approach to staffing.

  There was some discussion of what was really meant by the charge. It was noted that catalogers may be entering metadata into multiple systems (e.g. URSUS and institutional repositories). It was also noted that different types of materials can require wildly different amounts of processing time. Different libraries keep track of different statistics. Some record the amount of original and copy cataloging done. Some track number of records enriched or converted to RDA.

It was suggested that we might come up with a common set of stats that we all maintain going forward. Sierra's Create Lists function can be used to obtain some numbers (such as records created). It was also noted that some consortia handle cataloging differently (e.g. they have one central office that does all the cataloging) and it probably wouldn't be helpful to compare ourselves against such a model. It was suggested that we should instead each find some peer institutions to compare ourselves with.

Cason volunteered to create a Google doc and share it with the Committee. Sharon volunteered to write a brief statement on "what is cataloging" that describes the different tasks catalogers might engage in. It was felt that we would not be able to provide the Directors with everything they asked for by their deadline, but we should at least be able to put together statistics on our own operations and perhaps start the process of engaging peer institutions.

- Around the Room.
  Bryce – Green light has been given to hire replacement for co-director/Head of Circulation, hope to have someone by end of April. IT is moving into 3rd floor, resulting in some shuffling of offices.
  Jess – New library assistant at UMA Bangor. Cataloging workflow has been going smoothly. Have a subscription to BrowZine.
  Ben – Word is that lost students between semesters, but no official numbers. Program for students to start at UMM and finish at Orono has been helpful, but it seems that UMM is not what many of these students expected/wanted.
  Alisia – Continue to do updates and fix problems. Some new products (e.g. Zepheira) expected, but timeline unknown. MIN is not required to go through a RFP process for the next ILS contract, but has an interest in adopting some parts of it. MILS is currently at about nine libraries, with four more lined up to join.
  Patrick – Have been bringing items back from storage, many with manifestly unhelpful titles (e.g. "Report") in bib records. Working on enhancing those.
  Sharon – Hiring for one position (which is a merge of two old positions), a periodicals specialist with a focus on ERM. Moved to new website in early January. Noted that BrowZine is great for current content, but can be a pain to find older stuff.
  Elizabeth – Enrollment is up, but library is flat funded. Some more groups moving into the library (e.g. computer help desk). There have been changes to the liaison program.
  Mary – Dealing with State Government Docs backlog, maps and unusual materials. Digitization project is ongoing.
  Alex – Legislative session is in full swing so not much cataloging going on, just trying to keep up with newly purchased materials and dealing with donations. They are leaving a tech services position vacant in order to make a reference librarian full time.
  Asita – Reported an oddity with suppressed bib records: a keyword search will cause the suppressed record to show up in the results list (whereas a title search won't generate a hit). Clicking on it will generate a "this record doesn't exist" message. Will submit ticket to MIN. Enrollment is up. Has been busy with start of semester. Weeding some VHS tapes. Special

Collections inventory completed.

The next meeting is scheduled for May 5, 2017, 10 am at the Bangor Public Library. State employees will not be able to attend if a development meeting is scheduled for that date.