**URSUS Cataloging Standards Committee**

**Friday, May 31, 2013, 10:00-2:30 p.m.**

**Bangor Public Library Board Room**

**Meeting Minutes**

Meeting called to order at 10:15 a.m. by Lynn Wilcox, Chair.

In attendance: Venice Bayrd (InfoNet); Sharon Fitzgerald (UM); Lynn Wilcox (UMLAW); Lanny Lumbert (USM); Mary Saunders (MSL); Alex Burnett (LLR); Judie Leighton (BPL); Alisia Revitt (InfoNet); Elizabeth Phipps (USM); Bryce Cundick (UMF); Peggi Loveless (UMA); Gretchen Brissette (UMPI)

In attendance via Polycom: Kathryn Donahue (UMFK)

**Approval of minutes from February 25th meeting**: The minutes of the February 25th, 2013 meeting were approved electronically by the committee members via email prior to this meeting.

1. Assignment of secretary for the meeting: Alex Burnett (LLR) per rotation schedule.
2. Status of RDA in URSUS: how to approach implementation.
	1. Currently, RDA in URSUS will be working within an old framework, and thus the full potential will not yet be realized
		1. Future: more facets to searching
		2. Future: more relationship description
		3. Currently: problems indexing 3xx and |c in 264 fields. These will need to be sorted out by III
		4. Currently: most libraries still doing original cataloging in AACR2. Mary Saunders (MSL) is the exception, and has been cataloging in RDA.
		5. Currently: we don’t know what the capabilities of Millennium will be, and therefore don’t have a strong incentive to start cataloging in RDA yet.
		6. Currently: there is currently no “100%” RDA code for OCLC fixed field descriptive cataloging form. A miscellaneous “i” is generally used for RDA. This seems like a big problem, but one that all libraries will have.
		7. Currently: RDA standards for rare and archival materials are not available yet.
		8. An upcoming ALA webinar will describe how hybrid records and catalogs are inevitable.
		9. Lynn will email helpful pdfs and powerpoints from NETSL RDA meeting
		10. There was a consensus that this committee needs to develop minimum standards, similar to what Minerva is doing. This would allow libraries to continue to implement RDA at their own pace while ensuring cataloging quality and uniformity. Deviating from RDA now could harm the catalog or require unnecessary additional work later. This will not affect copy cataloging. Standards will be outlined below.
	2. Bryce volunteered to attend Minerva meeting June 4th in Auburn.
	3. Monthly authority loads have been moving slower than expected, with only about 30,000 of the expected 200,000 so far.
		1. At this point, it is unclear how new RDA authority records will function with existing catalog records. Committee needs to find some examples to get a feel for how this could change patron and/or staff experience.
		2. Load alerts are not being sent out, Venice and Alisia will send note to Tim Pellett to inquire about the status of the alerts. These alerts might be sent out on URSUS Listserv, with cataloging prefix in subject line, in the future.
	4. GMD issues:
		1. The end of GMDs in 245 field reveals the importance of cleaning up Material Types
	5. Does the committee want to decide on minimum RDA elements for original cataloging now, or assign certain committee members to investigate this further? The committee accepts 4 foundational elements that URSUS libraries should adhere to if they decide to implement RDA.
		1. Add relator terms to access points
		2. Spell out non-transcribed abbreviations
		3. Complete statements of responsibility in 245 field
		4. Add 3xx fields
		5. Also: Latin abbreviations for English equivalents?
		6. Do not add GMD to the 245 field (hybrids or true RDA
		7. Do not add RDA to the 040 field of "hybrid" records (description level = a)
		8. Mary (MSL) and Sharon (Orono) offering to draft a guideline/policy original monograph RDA practice, goal: draft available by first week of July.
3. RDA Toolkit and other RDA resources:
	1. UMO has purchased this, Sharon explained how it integrates with Connexion and is useful in the validation process. (RDA Toolkit does not integrate with Millennium)
	2. MSL has tried the 30-day free trial. Mary explains how the print version is better than nothing, but is otherwise not very useful.
	3. Consortium buying would be slight discount to member libraries. Otherwise, institutions can purchase single user license for one person, or single seat license for the institution. Additional seats cost extra.
		1. The committee agreed to continue to revisit pricing and individual member libraries should try the 30-day trial.
4. Coding of e-resources: with the loss of GMDs, the catalog will rely heavily on these.
	1. E-resource icons come from mat types, not item types.
	2. Separate bib records for the same item with different mat types
		1. Add URLs to monograph records when resource is also available online, or
		2. Create separate records for print and electronic versions.
	3. With current granularity of icons, the committee agrees that is important that individual libraries clean up their mat types to correctly reflect their collection.
	4. Item types are not relevant to icons, and are mainly only important to individual libraries’ statistics.
	5. The committee agrees that committee members should bring ideas for new mat types or icons (or ones to get rid of) to the next meeting.
	6. For statewide accessible resources, item type should he CYBSW, material type should be SYS. UMSYS is used for UMaine system locations and does not include BPL, MSL, LLR. Alisia will email a visualization of this to the committee.
5. Mariner:
	1. The effort to clean up subject headings and genres will be completed soon.
		1. The feature system wide list was meant to be general in nature, but has become more limited, specific, and only available to certain libraries.
		2. Genres for free resources, biographies, handbooks, etc. will be completed by September.
	2. The semi-annual review of databases is complete
6. Other
	1. Shared collection libraries (Still under consideration)
		1. 583 field for commitment to retain materials.
		2. The memorandum of understanding states that the 15 year commitment in 583 field is a minimum
			1. This is not working properly in Millennium and might go away soon.
7. Next meeting scheduled for September 13th, 2013. Bryce will be taking over the chair.