

Minerva Cataloging Standards Committee

Attending the cataloging users group meetings

Some catalogers and library directors have asked the committee to reconsider the requirement of attending three Cataloging Users Meetings per year. They feel that travel time and expenses create a hardship.

The committee believes that attending three meetings per year is necessary or the alternative, outline below, to ensure that catalogers are well informed of the need to keep the OPAC clean and in compliance with rules established by Anglo-American Cataloging Rules and standards set by the Minerva cataloging standards committee. In addition, with the FY 09 reduction of Maine InfoNet cataloging consultants' hours, and cataloging classes cancelled the committee feels that attending meetings is crucial to keeping the OPAC clean and keeping catalogers informed of what is happening in Minerva cataloging.

The committee understands the difficulties of travel and taking time away from work, but with two meetings each at Maine State Library, Falmouth, and Bangor, attending three meetings annually is feasible. For catalogers unable to attend due to staff, distance, and/or budget issues, they can request a tape of the catalogers' users meeting. A cataloging committee member will keep track of attendance and those requesting a tape to determine which libraries follow the attendance policy.

The committee feels that a consequence is necessary to ensure that catalogers are getting important cataloging and Millennium software information. For those that are not adhering to the policy the committee chair will send out an e-mail to the cataloger and library director reminding them of the policy, and that DVDs are available. If the library fails to send catalogers to three meetings or requests DVDs in a calendar year the committee asks that the cataloger/library will lose the ability to create new record, and bring records from the Z39.50 database. To have the ability to import and create new records the cataloger/library will have to attend three meetings or the alternative equivalent.

Minerva Cataloging Attendance Policy

Minerva catalogers need to attend three meetings per year or the alternative, view the taped meetings, to ensure that they are well informed about cataloging issues and solutions to keep the OPAC clean, and in compliance with rules established by Anglo-American Cataloging Rules and standards set by the Minerva cataloging standards committee. Catalogers unable to attend due to staff, distance, and/or budget issues, they can request a DVD of the cataloging users' meeting. The cataloging committee will keep track of attendance and those requesting a tape to determine which libraries follow the attendance policy.

If a library misses three meetings in a row, the chair will send an e-mail to the cataloger and library director reminding them of the attendance policy and that DVDs are available upon request. The Executive Committee chair will receive a copy of the e-mail. If the library director does not reply then the library loses the ability to create new records and to bring records from Z39.5 by the end of the calendar year. The chair will inform Maine InfoNet staff and the Executive Committee

this needs to be done. To regain the ability to create new records and bring in records from Z39.5 then the cataloger needs to attend three meetings to view three tapes. The attendance keeper will notify Maine InfoNet staff and the chair of that the cataloger has come to three meetings or viewed three DVDs, and that they can have the ability to create new records and bring in new records from Z39.5.

Requesting DVDs of cataloging meetings

A cataloger can request recorded meetings by placing a hold through Millennium.

Brief outline of the policy

1. attend 3 meetings (preference)
2. alternative is view 3 meetings
3. committee will keep track of attendance
4. if three meetings in a row are missed an e-mail will be sent to cataloger and library director
5. if no reply from library director then that library's ability to bring in records from Z39.5 or create new records will be taken away for the next calendar year
6. to regain the ability to bring records from Z39.5 or create new records the cataloger will need to attend three meetings or view three DVDs