

TO: Minerva Executive Board
FROM: Minerva Cataloging Standards Committee
RE: March 2013 Report

Report

Ereader Proposal

The Cataloging Standards Committee has written this procedure for cataloging ebooks in order to have a consistent record in the OPAC. The ebook have been cataloged in a variety of ways and the committee has been working to have a standard procedure for catalogers to follow. We have sent a procedure out on MinervaCats and received feedback and incorporated that into this procedure. Please be aware that the finalized procedure may include slight changes; we wanted the Executive Committee to view what we have been working on. The changes will probably occur in the fifth step dealing with linking to additional bibliographic records. I have italicized the possible change for the committee. A committee member has set up bibliographic records for each different device so all the catalogers have to do is attach their location to the bibliographic record and attach item records.

The procedure is attached for the board to look over.

2012 Attendance for Libraries

The following libraries failed to meet the attendance requirements for 2012. In October I did send out a reminder to the library directors and catalogers of the libraries listed below. I did not include Bangor Theological Seminary as they are closing. I have attached the Attendance Policy for the board to review.

Boothbay Harbor - 2 meetings
Hobbs Memorial - 0 meetings
MCMG - 1 meeting
Rumford - 2 meetings
WCCC - 2 meetings

RDA

On March 31, 2013 the Library of Congress will switch over from AACR2 to RDA. The committee discussed if and when Minerva will do the same. We believe it is in the best interest of the consortium to catalog using RDA. Our implementation date is September 3, 2013. This will allow enough time for libraries to train their catalogers as Minerva will not train RDA. There will be an announcement of the RDA implementation date in March (at the Roundtable meeting and on MinervaCats).

Members

Holly Williams from Pittsfield Library has joined representing public libraries; she replaces Robin Sanford from Lithgow Library

Carin Dunay has rejoined the committee representing special libraries

Recommendations

RDA Toolkit

The committee strongly urges the Executive Board to purchase the RDA Toolkit for the consortium. As noted above we have set the date for implementing RDA and Minerva catalogers will need to refer to the RDA Toolkit many times during the transition and long after, so it is imperative that we can access the rules.

Use of “Complete Set” in Volume Field for Multi-Disc DVDs

We would like to make it a policy to use “complete set” when cataloging multi-discs DVDs even if the library bringing in the record intends to keep the set intact. This will help with holds in case another library breaks up the multi-discs set later ensuring that patrons placing holds receive the DVD(s) that they want. The cataloging committee recommends the use of the volume field, but feels the need to make it a policy when cataloging multi-discs DVDS.

Respectfully Submitted by
Katherine Morgan, chair