

Minerva Cataloging Standards Committee (CSC) Chair Duties

Update approved by Executive Board 2025-11-19

Committee Meetings

- Agenda for monthly meetings
- Runs meetings
- Sets dates for CSC meetings
- Help set goals for committee
- Communicate with volunteers coordinating the Mentor program
- Coordinates volunteer work by other catalogers helping to update documents, merge records, etc.
- Keeps on top of projects to ensure projects meet agreed timeline

Reports

- Executive Board (EB) (every other month) – send to chair and secretary - attend meetings
- Cataloging Roundtable notes are incorporated into the EB report
- Cataloging Roundtable summaries are filed in the Minerva Shared Drive owned by MIN and also on the CSC gmail drive
- Minerva Users Council (twice a year) - attend meeting

Notices on MinervaCats – Coordinated with Cataloging Specialist

- Memos and reminders posted (determined at CSC meetings or by consensus via e-mail)
- Notifies catalogers of Roundtables and send Zoom links
- Notify when Roundtable recordings are ready to request for viewing
- Attendance spreadsheets updated after each Roundtable.
- Reminders for Roundtable attendance - specifically in December after attendance is updated on spreadsheet
- Respond to concerns and questions posted on MinervaCats

Other duties

- Coordinates with Chair of Circulation Standards Committee when cataloging overlaps with circulation issues
- Coordinates with MIN staff representative to the CSC and the Cataloging Specialist
- Coordinates with Cataloging Specialist to make sure all necessary documents are saved on the Minerva Shared Drive owned by MIN
- Coordinates with Cataloging Specialist on updates and design of the Minerva Cataloging Rules and Instruction pages (as well as others)

- Coordinates with EB to request communication be sent when a Minerva Library is out of compliance with the Cataloging Roundtable attendance requirements. EB will send notification that permissions to import bib records and create original records will be turned off for all catalogers at that library until the previous years' missed meetings are viewed and one meeting is attended live in the next calendar year. (CSC will notify MIN that Level 3 catalogers' permissions are to be set to Level 2)