Technical Services Committee Meeting

Meeting Date: Wednesday, May 16th, 2018 10:00am

Meeting Location: Cedar Grove Public Library, 1 Municipal Plaza, Cedar Grove, NJ 07009

Call To Order:

Time:___10:19_____   By:_____Nick_____

Roll Call (Circle One):

Nicholas Bastean:	**PRE**	ABS	Carol Loden:	**PRE**	ABS
Carla De Luise:	**PRE**	ABS	Paddi McClure:	**PRE**	ABS
Laura Henderson:	PRE	**ABS**	Luca Manna:	**PRE**	ABS
Pat Joyce:	**PRE**	ABS	Laura Pluymers:	PRE	**ABS**
Jennifer Larrinaga:	PRE	**ABS**	Annette Sellars:	**PRE**	ABS

Additional Attendees: _Gillian Buonanno_____

Approval of Minutes:

Minutes From: _____March_____

Motioned By: _____Nick_____

Seconded By: _____Paddi_____

Approved: YES   **YES-PENDING CORRECTION**   NO

Objectives:

1. **Notice of new category to catalog**
    i. **TV series vs DVDs**
        1. TV series do not have a long enough check out period
        2. Requires libraries to separate TV Series from Movies
        3. New item type, which requires more mapping
        4. Membership needs to vote on the recommendation to separate
        5. Establishing a possible rule to commit a TV series to a single season
        6. If passed, there will need to be a period of retroactive conversion.

7. TV Series item type will go live, and then there will be a 3-6 month conversion period. It makes no sense to have season 1 have a 1 week checkout, but season 2 have 2 weeks
8. TV Series will require re-cataloging for the item type - if it's got a separate call number from movies
9. 2 weeks for checkout - change of renewals.
10. Subject heading
11. Best practice is to have the call number query retrieve the result in one search

2. **Continue to Explore the Use of Data and BLUECloud Analysis for Item and Database Maintenance**
    1. Webinar feedback
    2. In creating a BlueCloud report, if certain information were wanted, would you know to manipulate the item type, etc., in order to get the information you want where you want it - Inventory Report
    3. Count report - use to find the odd / outlier type and then
    4. Advanced searching in Workflows
    5. Two item types don't match BlueCloud - Special & … (unnamed)
    6. If able to isolate the item types in Workflows, the changes can easily be made

3. **Host Technical Services Summit**
    1. Discuss Presentation of Topics
        i. Pipe Z
            1. Changes from previous summit
            2. Discuss inclusion of results when |Z is used outside scope
            3. Format/Length of pamphlet
            4. Used for: Magazine date, level readers, Guinness Book of Records years, cds, volumes and part, discs numbers
            5. If you need to find a travel book, the year goes to the selected year, but places a title hold, so if someone checks it out, hold will transfer to another year
            6. Problems are due to a transfer from iBistro to Enterprise
            7. Investigating whether there is a solution to make it work and to discover the behavior of |Z in Enterprise
            8. |Z is used on a record where there's different content on a common title (Magazines, with different issues) or the content is different from the items linked. However, it is not to be used where the content remains the same - ie. Da Vinci Code.
            9. How much do we want to open up decision making to people - will impact discovery in ways not known by well-intentioned catalogers. Interpretation is ok for a limited selection of people, but will be difficult to maintain consistency between all members of consortium
            10. "AND" as a Boolean with quotations helps when title begins with "And"

11. 521 fields will pop up in Enterprise search, but will only show items with that field in the bib record. No national reading standards: Lexile, Fountas-Pinelle, Scholastic?
12. Continue to use for Travel books and magazines

    ii. DVD Duplication with Combo Packs

1. When a combo pack gets separated, and catalog has another version of the DVD, which does not match the UPC on the record but has all other information the same: the UPC/ISBN can be added, but the |h field needs to be put in as well
2. Should the ISBN be put in the bib record when the combo record is broken up?
3. 3 Separate situations - Combo pack - Combo split (look for a record "cut out the bad part") (Recommended)
4. If bib record says "one disc" …
5. If no Blu-ray record exists in the catalog, then add a juliusf record so that one can be added by PALS
6. Organize information for presentation
   a. Highlight major changes
   b. Prioritize information
7. Compare with previous summit and recommend format/length of pamphlet

    iii. Blue Cloud Analytics

1. Organize information
   a. Webinar sequence
      i. Chronological, Alphabetical, Other?
2. Highlight specific benefits of reports
3. Agree on length and format of pamphlet
   a. What you can do.
   b. Did you know?
   c. Here's how. Webinar link

2. Create 5-10 Questions for Q&A Session

    i. Focus of questions

1. Should we source questions?
   a. If so, from where/whom?
2. Questions should be conversation starters.
3. Discuss reading levels and who uses and how they approach?
4. Duplicate records - when to send track-its - how to help clean up the catalog one record at a time
5. Combining bibliographic records on audiobooks where all remains the same, but have a different distributor/publisher

    ii. Scope of answers

4. Identify Deficiencies and Develop Training for New and Existing Staff

1. Continue to identify deficiencies

> **2.** Develop training for existing staff beyond creation of training manual

5. Identify and Recommend Solutions for Item and Bibliographic Metadata Related Issues in the Catalog
> **1.** Identify metadata issues in the catalog

Meeting Adjourned:

       Time: _____12:00_____

       By: _____Nick_____

       Seconded By: _____Pat_____

       Minutes Taker: _____Nick_____