

Union Catalog Committee Meeting  
Agenda Wed. Oct. 1, 2014

X Angela Smith, EPL [Chair]	X Betsey Dick, MCPLD
X Mary Walsh, ASU	X Carol McArdell, PCL
Gail Owens, Basalt	Maggie Hindley, Rampart LD
X Alysa Selby, Bud Werner	Vic Mabus, Salida
X Karen Neville, CCU	X Shelly Fratzke, SD#51
Marcie Beard, CMC	X Sarah Nordholm, Summit CO
Kevin Williams, CMC	X Jo Norris, TOVPL
X Jamie Walker, CMU	X Amy Sieving, WPL
Jaci Spuhler, EVLD	X Nancy Lindwedel, Marmot
X Amy Shipley, GarCo	X Mary Katherine Katzer, Marmot

\*\*\* also in attendance from the Marmot office, Tammy Poquette and Brandon Cole

NEW BUSINESS:

- Acquisitions users group
  - Amy Shipley and Angela Smith recommend creating a user's group to meet possibly monthly
  - Tammy Poquette will be the Marmot staff person assigned to this user group
  - Mailing list is [acquisitions@marmot.org](mailto:acquisitions@marmot.org) - send email to Tammy or Mary Katherine to be added/removed. Jamie & Judy (CMU) requested removal.
  - Amy will send an email in about a week about setting up a meeting, etc.
  - Access the Acquisitions e-list site from the Marmot wiki, under the UCC link on the Committees and taskforce page. Or from this link <https://email.marmot.org/mailman/listinfo/acquisitions>
  
- Best practices to be established and documented
  - Create lists and saved searches - done
  - Ideas for functions that need a "best practice" document:
    - Saved export
    - Naming conventions (use first 2 or 3 letters of library district (not just branch name)
    - Merging bibs - deduping
    - Cataloging fields (part of cataloging standards)
    - Adding vendors (acquisitions and serials)
    - SkyRiver cataloging procedures
  - Any additional, send to Mary Katherine
  - These will be posted to the wiki; some best practices like Loading Records have documentation, but it won't be posted to the wiki because not everyone needs access to those practices

OLD BUSINESS:

- Cataloging Standards – what needs to be done and what is our deadline?

- Mary Katherine will work on this - to be finished by next UCC meeting
  - Input needed from SkyRiver users; Mary Katherine will contact
- Deduping best practices
  - Mary Katherine will investigate why SkyRiver says we need to retain the SKY number in the 001 field
- Periodical bibs with >500 checkin records
  - Libraries need to be careful that they are attaching to the correct record
  - Recommend that this be added to the best practices list

NEXT MEETING:

Wed. Oct. 22, Nov. 26, Dec. 25    How to reschedule these?

- Mary Katherine will send out a doodle poll for 11/12 and 11/19. This should be the only meeting needed for the remainder of 2014