Minutes of the CCS Catalog and Metadata Management Technical Group
Zoom Meeting
Wednesday, November 17, 2021 9:30 A.M.

I.   **Call to Order**
Chair, Sara S. called the meeting to order at 9:31 am.

II.   **Additions to the agenda**
None

III.   **Approval of the minutes of the May 19, 2021 meeting**
Karin (FRVPLD) made a motion, and Kathy (MJK) seconded, and the minutes were approved as written.

IV.   **SCRAP Report (R. Fischer)**

SCRAP met remotely on 10/21/21. The link to the minutes is in the meeting [packet](#) Rachel sent before today's meeting.

SCRAP approved the following that will be voted on in the "Business" portion of this meeting.
   • A motion was passed to recommend adding the Homosaurus terms "queer" and "lgbtq" subject headings simultaneously to records. This has been added to the wiki page (https://ccslib.org//Catalogers/index.php?title=Homosaurus_Subject_Headings).
   • Foreign language materials – SCRAP passed a motion to recommend a local practice for placing the foreign language of bilingual and multilingual materials in the 008 field. A section describing the conditions for doing so has been added to the foreign language page of the wiki.
   • An additional statement has been added to the wiki page on *series title vs main title* (https://ccslib.org//Catalogers/index.php?title=Series_title_vs._main_title) clarifying the CCS existing local practice for tracing the 490 field in bibliographic records.

V.   **CCS Staff Reports**
   a. **Rachel**
      i.   **Meeting plans for the fiscal year**
      ii.   **Polaris updates**
      iii. **Cataloger's Wiki**
      iv.   **LC replaces illegal aliens headings**

On 11/15/221, Rachel emailed the cats listserve a packet containing her narrative report for the 11/17/21 meeting.

The EDI kickoff meeting is 11/17/21 at 1:00 pm. Registration for the meeting is on the L2 site.

   b. **Virginia**

        i.   **Examples of Homosaurus changed terms**

[term] (LGBTQ) is now "LGBTQ+ [term]
EX. LGBTQ films is now LGBTQ+ films
EX. Native Americans (LGBTQ) is now LGBTQ+ Native Americans

       ii.   **Subject Heading change to look forward to**

The subject heading "Treasure Hunt" is changing to "Treasure hunting"

      iii.   **Subdivision "Juvenile Films"**

- Recently the note on the subdivisions authority record was changed
- There is more emphasis on when to use the subdivision
- The note now reads "use a form subdivision under subjects for nonfiction films produced especially for children"

      iv.   **Plea to double-check your work**

- There's always many typos in the database, so please check your work
- Validating headings doesn't catch every typo, especially in the subdivisions
- 12 bibliographic records had "Ficiton", which were fixed
- While doing clean-up, found and fixed other examples of typos, "Audioboooks", Chldren's Audiobooks", and "Ction and adventure fiction", etc

       v.   **Genre cleanup**

- Genre headings should just be in English
- No foreign language genre headings
- Do not code local Spanish subject headings as 655
- Use 650_7 "term". $2local

VI.   Business

    a.   **ACTION: Approve Homosaurus Subject Headings page**

Rachel provided an overview of the action item in the [packet](#). There was no discussion.

T. Skwierczynski (GLK) moved and K. Nelson (FRVPLD) seconded:

Motion: TO APPROVE THE CATALOGER'S WIKI PAGE ON HOMOSAURUS SUBJECT HEADINGS AS THE RECOMMENDED GUIDELINES FOR ADDING HOMOSAURUS TERMS TO THE CCS CATALOG

On voice vote: 28 ayes, 0 nays, 0 abstentions

    b.   **ACTION: Approve 008 for bilingual and multilingual works**

There was some discussion about including a language in the 008 for the target audience. The Wiki page will be updated with the phrase "target audience of learner".

K. Milfajt (MJK) moved, and K. Nevins (ZBK) seconded

Motion: TO ACCEPT THE SCRAP RECOMMENDATION FOR INCLUDING THE FOREIGN LANGUAGE IN THE 008 AS DESCRIBED IN THE CATALOGER'S WIKI

On voice vote: 26 ayes, 1 nay, 1 abstention

c. Preview of Polaris 7.0 Workflow (R. Fischer)

Rachel shared a slide of a workflow flow chart for cataloging in LEAP. Here's the link: https://ccslib.org/training/cataloging-in-leap/#/lessons/bh8gzLqAs0ThUamnxATVMeKgQAlLZd59 The flow chart is part of a *Cataloging in Leap* training course, https://ccslib.org/training/cataloging-in-leap/#/

d. Reminder on owner of bibliographic records (R. Fischer)

The owner of bibliographic records needs to be Cooperative Computer Services (sys). Please review all of your templates and make any necessary corrections.

If you receive an email regarding any database corrections, please respond to person who has emailed you to let them know that the issue will be addressed/corrected.

e. Technical Services Open forum

Kathy (MJK) – Since we do not have a central meeting site, can we consider a hybrid meeting model once in person meetings resume? It can be considered but there are various acoustic issues depending on the meeting room. CCS staff will investigate bringing a microphone to meetings so staff attending remotely can hear what is happening in the meeting.

VII. Announcements

The Head of Technical Services at Prospect Heights has retired.

VIII. Adjournment

S. DeSio (WGK) moved, and K. Moore (CLK) seconded, and the meeting adjourned at 10:18 am.

The next meeting is Wednesday, February 23, 2022 on Zoom

Attendance at the November 17, 2021 CAMM Zoom meeting.

CCS	Rachel Fischer, Virginia Seward
Cary	Brad Peterson, Linda Conn
Crystal Lake	Penny Ramirez, Kit Moore
Des Plaines	John Lavalie

Ela	Brian Christensen
Evanston	Marlene Meyer
Fox River Valley	Karin Nelson
Fremont	Bella Gurevich, Holly Mulhern
Glencoe	Becky Halcli
Glenview	Michael Gail
Grayslake	Tiffany Pruitt, Kelly Webster, Tammy Skwierczynski
Highland Park	Michelle London, Catherine Eilers, Kris Harrison
Huntley	Calah Goehring
Indian Trails	Sandy DeSio
Lake Forest	Lynn Krambeer, Amy Begoun
Lake Villa	Vicki Roberts, Anita Santoro
Lincolnwood	Stephanie Haugan
McHenry	Kathy Milfajt
Morton Grove	Helga Scherer, Marin Saganski
Niles-Maine	Jamie King, David Melis, Victoria Pichla Luz
Northbrook	Judy Haynes, Sara Scodius, Sarah Kaminski, Barb Mayer
Palatine	Violet Jaffe, Kristi Napolitano
Park Ridge	Kellie Green, Lauren Bochat
Prospect Heights	Jan May
Round Lake	Penny McMahon
Wilmette	Jessica Thomson
Winnetka-Northfield	Stephanie Girardi
Zion-Benton	Kim Nevins

Minutes submitted by Becky Halcli, Glencoe