Minutes
CCS Catalog and Metadata Management Technical Group
Zoom
Wednesday, November 16, 2022
9:30 AM

1. **Call to order**

Chair, Lauren called the meeting to order at 9:31 am.

2. **Approval of minutes from August 17, 2022 meeting**

The minutes were approved as written.

3. **Additions to the agenda**

There were no additions to the agenda.

4. **Guest Presentations**

   a. Cataloging Maintenance Center Services (CMC) – Dr. Pamela Thomas
      See [presentation slides](#).
   b. Reclassifying 300s and 900s at Algonquin – Meghan O'Keefe
      See [presentation slides](#).
   c. Palatine's local subject headings for diversity – Violet Jaffe and Adriene Galindo
      See [presentation slides](#).

5. **CCS staff reports**

   a. Rachel
      i. Polaris v. 7.3 upgrade
      ii. RDA Toolkit update

Rachel's written report for the CAMM meeting [packet](#):
   Rachel Fischer's Report

         i. Polaris 7.3 Upgrade: CCS staff have thoroughly tested the 7.3 update of the training server and have found a number of bugs. Innovative had to reinstall the training server. We will not be scheduling the upgrade of the production server until we have confirmed that Innovative fixed the problems. The cataloging training session for 7.3 functionality will be scheduled when we know that the production server can be upgraded. A list of functions that are still missing from v. 7.3 are available in the [packet](#).

ii. RDA Toolkit Update: The RDA steering committee began to revise the original toolkit in 2016. The new version became the official toolkit in 2020. The original version can still be used and accessed online. The RDA Toolkit was revised in order to integrate the new IFLA Library Reference Model (LRM) into the standard. This eliminated the use of RDA Core standards in favor of allowing cataloger's judgement to decide on the core elements of records. Without the RDA Core standard, the text seems impractical. In order for the text to be made practical, LC-PCC (Library of Congress Program for Cooperative Cataloging) policy statements needed to be added to Toolkit in an accessible manner. Both Library of Congress and Program for Cooperative Cataloging catalogers have needed to train with the new toolkit and test it to ensure that it is usable for it to be acceptable for librarians to begin to use the new Toolkit. This training and testing process has been delayed due to how complicated the testing process has become. The most recent announcement stated that PCC will not be implementing the new Toolkit before June 2023. RDA Core statements have been an important guideline to follow for CCS bibliographic input standards. Since the RDA Core standards will be essentially replaced by the LC-PCC standards, CCS will need to wait to update the bibliographic input standards chart until we are sure that the standards within the RDA Toolkit have been finalized. The SCRAP Advisory Group will need to assess the situation in the new fiscal year to decide how to update the chart.

b. Virginia

Virginia's written report for the CAMM meeting packet:

[Virginia's Notes for Nov. 2022 CAMM meeting.pptx](#)

6. SCRAP reports   (R. Fischer)

The [packet](#) included the links to the minutes and recording from the October 26, 2022 SCRAP meeting.

Updates were made to the Catalogers Wiki:

a. Bibliographic Input Standards: The Executive Committee approved the recommended revisions on November 9, 2022. R. Fischer updated the page to incorporate the recommendations. This includes change foreign language materials to Non-English language materials throughout the Cataloger's Wiki. SCRAP will need to review the chart when the new RDA Toolkit is implemented by PCC in the next fiscal year.
b. Homosaurus Subject Headings: Headings were removed from the list of headings to avoid because the June 2022 update added parenthetical qualifiers to them. They are now suitable to be used because they will not be mixed up with the more commonly used meanings now that the qualifier has been added. The list of headings that were removed from the list can be found at: Updated Homosaurus Headings.
c. Target Audience: The note on choosing between adolescent and juvenile has been revised.

1. Sandy (WGK) had a question about 13-14 age range being under juvenile and not adolescent. There are books with age range of 13+ that would appear in search results with items for 8-9 year olds.

   Discussion: Using pre-adolescent coding was suggested but would conflict with IPLAR statistics and said that Debra (CCS) should be consulted, per Rebecca (CCS). Using catalogers' own judgment was recommended. If in doubt use general audience.

7. **Business**
   a. Follow up on the report on Bibs with PDF and no 300e (R. Fischer)

      i. New report, Bibs with PDF and no 300e, is now available in Web Reports. If the PDF is on an independent disc, it may need a separate Bib record. Inform Rachel (CCS) if all Bibs are fixed/corrected.
      See [presentation slides](#) for examples.

   b. Reminder:

      i. 4K Blu-Rays
         a. Consult [RDA Cheat Sheet](#) for list of 300 fields for 4K Blu-Rays.

   c. Technical Services open forum

      i. Jo (HUK) asked when an author passes away, when do we start using the second author as the main author. Example, Clive Cussler. Rachel (CCS) said to use the second author as the main author. Reminder to use 800 series and 700 fields to maintain easy search ability for series.
      ii. Tammy (GRK) asked if any other libraries were using B&T Sustainable Shelves. There has been some difficulty in using Simply Reports to get all the necessary information. Rachel (CCS) mentioned opening a help desk ticket for assistance. Rebecca (CCS) said that currently only Evanston and Glencoe are using it.

8. **Announcements**

   Tammy (GRK) announced that a long time librarian, of 17 years, Kelly Webster is retiring.

9. **Adjournment**
   Tammy (GRK) moved, Karin (DUK) seconded, and the meeting was adjourned at 10:45 am.

Next Meeting: February 15, 2023 via Zoom

All matters on the agenda may be discussed, amended and acted upon

Attendance:

Library	Attendees
Algonquin	Vicki Roberts, Meghan O'Keefe
Cary	Brad Peterson, Linda Conn
CCS	Virginia Seward, Rachel Fischer, Rebecca Malinowski
Crystal Lake	Kit Moore
Des Plaines	John Lavalie, Lynne Rubio
Evanston	Marlene Meyer
Fox River Valley	Karin Nelson
Fremont	Bella Gurevich
Grayslake	Kate Getka, Tammy Skwierczynski, Kelly Webster
Highland Park	Kris Harrison, Catherine Eilers, Michelle London
Huntley	Jo Smolzer
Indian Trails	Sandy DeSio, John Galdun
Lake Villa	Heather Campbell, Anita Santoro
Lincolnwood	Stephanie Haugan
Niles-Maine	David Melis, Jamie King
Northbrook	Sara Scodius, Sarah Kaminski
Palatine	Kristi Napolitano, Violet Jaffe, Adriene Galindo
Park Ridge	Kellie Green, Lauren Bochat
Prospect Heights	Nora Mastny
Zion-Benton	Kim Nevins
Guest	Dr. Pamela Thomas

Minutes submitted by Kim Nevins (ZIK).