City University of New York (CUNY)

CUNY Academic Works

2010

LACUNY Cataloging Roundtable Meeting Minutes, April 2010

LACUNY

Minutes of LACUNY Cataloging Roundtable
April 30, 2010
10:00 a.m. - 12:00 p.m.

Present: Sandy Urban (YC, Co-chair), Karl Madden (ME, Co-chair), Judy Wild (BC), Taian Zhao (BMCC), Khurram Bakhsh (BMCC), Pat Young (OLS), Olga Snaider (OLS), Marsha Clark (Central), Monica Berger (NY), Michael Borries (Central), Ewa Dzurak (SI), Francine Egger-Sider (LG), Emma Curtis (CC), Chip Stewart (CC), Janey Chao (BB), Zuwang Shen (BX), Nancy Macomber (CL), Wendy Tan (HC), Lisa Tappeiner (HO), Rhonda Johnson (HO), Dolores Grande (JJ), Roberta Pike (KB), Carol Gee (LE), Jung Cho (QB), Ronnie Gomez (QC), Ewa Dzurak (SI)

1) Introductions

2) Inventory and Maintenance Projects

    a. Sandy Urban talked about the maintenance project she is working on at York College Library, including what led to the project and what problems she is encountering.
        i. York librarians did a major weeding project last summer because the Library is losing space. Sandy thought it was a good time to make materials more accessible so requested new collection codes from OLS, purchased book labels, and made signage.
        ii. Many books on the shelf had incomplete holding items and/or no item records and some books had no records at all. Rather than bring books into the cataloging area, she brings a laptop out to the reference stacks and updates bib and holdings records, creates item records, inserts barcodes, and adds labels.
        iii. When this maintenance project is complete, York would like to perform an inventory.

    b. Judy Wild discussed the comprehensive inventory project she managed at Brooklyn College in 1998/99 in preparation for the library's expansion and renovation.
        i. Every book was taken off the shelf and scanned. Judy went into detail about how they made sure to scan all materials, including books that had been used during the day and were not on the shelf. She said they had many of the same issues as York with regard to item records, etc.
        ii. OLS ran reports to show materials that hadn't been checked in after a certain time, and made exclusion reports to prevent new acquisitions from appearing in the list. There were 41,000 missing books.
        iii. For more details, see Judy's article:
            Wild, J. W. (2002, April). Inventory at Brooklyn College, 1998-1999: An original method. *Library Resources & Technical Services, 46*(2), 62-71.

c. Taian Zhao discussed the inventory project that he performed at BMCC two years ago.
    i. BMCC librarians worked in teams of two or three.
    ii. They brought a laptop and scanner out to the stacks.
    iii. They scanned barcodes into a text file (Notepad) and sent the information to Olga.

d. Khurram Bakhsh, of BMCC, discussed a possible handheld device for inventory purposes. Before purchasing a device, it is recommended that libraries check to make sure it is compatible with Aleph. Someone suggested that OLS might purchase several devices that could be lent out to CUNY libraries undertaking inventory projects.

e. Olga Snaider and Pat Young, both from OLS, discussed two item-level reports can be used for maintenance and inventory purposes.

    i. Olga Snaider discussed the Shelf Reading Report (item-04)
        1. Librarians go to their shelves with scanners and scan books—in order—then send the list of barcodes, in Notepad/.txt format, to OLS. OLS generates a list of what should have been scanned.
        2. This report directs librarians to missing or misshelved books.

    ii. Pat Young discussed the Shelf List (item-05) report
        1. Librarians request a report for a specific call number range (not too big) and receive a list of what Aleph thinks is on our shelves.
        2. This report provides librarians with a print-out so they can manually check the shelves. This is especially useful when many books lack barcodes.

3) Marsha Clark gave a quick e-book report and then discussed updating OCLC holdings.

a. E-book news
    i. Ebrary's duplicate records will get fixed over the summer.
    ii. Springer records will be replaced with better OCLC records. Those who know how to use MARCedit can speed things along for their libraries.
    iii. If a library has the same title in ebook and print format–or the same ebook from multiple providers—they should keep the duplicate records. Bib records get pulled when a subscription drops and anything on that record will disappear.

b. OCLC holdings
    i. It is extremely important our OCLC holdings (3-letter code) are accurate. Amazon links to OCLC, many researchers use WorldCat, etc.
    ii. You can delete your holdings in batches, which is much faster than doing it one by one.

1. When deleting the last copy of a book, copy the OCLC number from the Aleph record, paste it into Notepad, then copy and paste the list into the appropriate Connexion Client window. Do not paste too many at a time or OCLC will time out.
2. See the instructions Marsha put on the wiki: http://cunycataloging.pbworks.com/OCLC-batch-holdings-deletion

iii. Acquisitions people can get lists of cancellations, changes in edition, etc. This is helpful because book orders are loaded into OCLC after 4 months; it's important to update holdings if something different arrives.

4) Monica Berger demonstrated how to add information to the wiki, http://cunycataloging.pbworks.com/
   a. All catalogers are able to edit the wiki. On the top left, click on the tab to edit the page or create a new page.
   b. Be sure to check if the information is already posted. Also, be sure to post in the appropriate section.

5) Election of a new co-chair
   a. Sandy's two-year term as co-chair has now ended.
   b. Karl is seeking a co-chair for the 2010-2011 academic year.

Respectfully submitted,
Sandy Urban

Sandy Urban (YC, Co-chair) and Karl Madden (ME, Co-chair)
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