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Meeting Minutes

Library Association of the City University of
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2006

LACUNY Cataloging Roundtable Meeting Minutes, November 2006

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CUNY+ Cataloging Committee
Meeting Minutes
Wednesday, November 29, 2006

ATTENDEES

BB/Janey Chao
BM
BX/Zuwang Shen
BC/Sallow Bowdoin
CC/Laurel Franklin
CL/Robert Thompson
GC/Neil Jacobowitz, Angela Sidman
GJ
HO/Lisa Tappeiner
HC/Wendy Tan
JJ/Marlene Kandel
KB/Roberta Pike
LG/Francine Egger-Sider
LE/Ed Wallace
ME/Danesh Yazdani
NY/Monica Berger
QC/Belinda Chiang, Ronnie Gomez
QB
SI/Ewa Dzurak
YC
CO/Pat Young, Marsha Clark, Larry McCue

MINUTES

1) Pat Young distributed a collection count for each CUNY sublibrary. The report was run November 17, 2006, on the whole item file and is broken down by collection code and item processing status. A list of item processing codes was also distributed.

Larry McCue will email an Excel file of their college collection count to Cataloging committee members.

It is hoped that this information can help catalogers clean up their records. Catalogers should also talk to the circ staff to see which codes (lost, missing) should be regularly reviewed.

Please email Pat if you would like a report run on a specific item processing status code for a collection.

2) Marlene Kandel brought up issues with reserves (collection code of RESE for those libraries who do not have reserve sublibraries). Catalogers should speak with reserve librarians before taking action. Find out how many records are/were created in reserve module. If created in NOTIS, probably in CUN01. Items not owned by the library should be created in CUN30.

Please request privilege changes from Pat if you want to be able to edit and delete records in CUN30.

3) A report is available upon request for circulation checkouts by call number. The report parameters are:
Date Range / Sublibrary / Collection / Call Number Length.
The greater the call number length, the longer the report.

4) It was determined that the catalogers checklist for service pack

upgrade testing needs more detail. The committee expanded the checklist.

Updated Cataloging Checklist for Service Packs:

1. Export a record from OCLC
 - a. Check for correct own field
 - b. Correct an own field in bib
 - c. Correct sublibrary collection code in holding record
 - d. Correct call number in holding record
2. Derive a record from the LC resource file
3. Derive a record from the CUN01 file
4. Create a bib record:
 - a. -using a template
 - b. -using fast cat
5. Overlay a record from OCLC
 - a. bib
 - b. name authority
 - c. subject authority
6. Create an authority record
7. Correct bib records via an authority record
8. Create holding record
9. Create item records
10. Create a label
11. Create a label with a collection name above the call number
12. Move items from one holding to another
13. Delete a record - using record manager
14. Check indexes

5) The committee discussed label printing. Marsha Clark noted that Dymo labels are reported to fade quickly. Zebra labels are considered to be better but are expensive.

City College is now able to print labels. Laurie Franklin thanked Marsha for her help. Laurie will next test batch printing of labels.

6) Laurie again raised the issue of removing the OCM (the OCLC number prefix). The committee agreed to continue a wait-and-see policy before committing to a change.

7) There are Marc records problems for both CUNY-wide purchases and for local purchases. Vendors and purchasers alike are often unaware of Marc records issues.

8) The tab_type_config table used for display in web opac needs to be reviewed for missing coding (format field blank in the web opac brief list).

Pat needs both Public Services and Cataloging volunteers to look at this table. Please contact Pat if you would like to help.

9) As discussed at the last meeting, any staff member with access to sensitive data should have their own log-on. Lists of current log-ons and proxies are being sent to Primary Contacts Committee representatives.

10) The next CUNY+ Cataloging Committee meeting will be held:
Thursday, March 8 at 9:30 a.m.
(conference room north)