City University of New York (CUNY)

# CUNY Academic Works

**Library Association of the City University of New York**

2006

# LACUNY Cataloging Roundtable Meeting Minutes, November 2006

LACUNY

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)