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LACUNY Cataloging Roundtable Meeting Minutes, November 2012

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Minutes of LACUNY Cataloging Roundtable Fall 2012 #2
Wednesday, November 7, 2012
Graduate Center

Present: Yoko Inagi (CC, Chair), Danesh Yazdani (ME), Kimmy Szeto (QC), Marguerite Ikenderian (BC), Melissa Longhi (GC), Ronnie Gomez (QC), Rosanna McCoy (CC), Wendy Tan (HC), Ed Wallace (LC)

1) Introductions

- The Roundtable recognized and appreciated Melissa Longhi (GC)'s help with reserving a conference room.
- Emails regarding upcoming free RDA webinar(s) and a link to today's webinar (recorded) will be sent out via CUNY-listserv shortly.

2) Webinar Session: "RDA in 10 Easy Steps" (ALCTS)

1. **Look at the physical item—Record the things that help people IDENTIFY the item**
 - title proper, edition info, statement of responsibility, copy right date, publisher's info, ISBN, etc.
2. **Look at the physical item—Record physical characteristics that help people SELECT this particular item**
 - media type, carrier type, extent, dimensions, font size, etc.
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 - price, contact info, restriction of use, etc.
4. **Consider the content of the item—Record the things that help people IDENTIFY the content in the item**
 - preferred title of the work, form of work (novel, motion pictures), date of work, place of origin of the work, history of the work, content type (GMD), language of expression, identifiers (isbn), Authorized Access Point
5. **Consider the content of the item—Record the content characteristics that would help people in SELECTING this item**
 - nature of the content, intended audience, language of the content, coverage, summarization, supplementary, awards, etc.
6. **Consider the persons, families and corporate bodies—Record the things that help people IDENTIFY a person/families/corporate bodies**
7. Preferred name, gender, birth date, occupation, etc. Authorized Access Point)
8. Show primary

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Respectfully submitted,
Yoko Inagi (CC)