

MORE Bibliographic Records and Standards Committee  
Minutes (Approved)  
May 11, 2012  
Menomonie Public Library

Committee members present: Donna (EC), Dawn (PH), Jennifer (NR), Jon (RF), Helen (ME), Joleen (ME), Marguerite (BO), Jeanne (CF)

Also attending: Kathy S. (MORE), Julie W. (MORE), Shirley (BA)

Call to order: Meeting called to order at 10:05 a.m. by Jennifer Rickard, chair

Agenda: motion to approve: Marguerite/Jon

Minutes of previous meeting: Joleen/Jon

Current business

**Sierra update:**

Migration is still set for May 30; migrating data "as we speak." Logins & initials will probably start being entered next week. When we migrate we should be up in the a.m., then down for 2-3 hours. There will be no OPAC, no check-out, no PHAROS. Please use offline circ during this time if you are staying open. Macros will not transfer over (per Kathy). Templates will move over during the migration (per Kathy).

There are two webinars-- circ & cataloging for week before going live (email has been sent out). Webinars will be recorded. Acquisitions not scheduled-- do you want one? Let Julie know.

Cataloging training in June or July (not webinar) four locations, will include Sierra.

**Workflows (functions) with cataloging/acquisitions in Sierra:**

Workflows for cataloging: Julie showed how workflows will be customized for each user-- who will have individual logins. The view only Sierra will allow users to see what their functions are, if something is missing please let Julie/Kathy know.

Macros will be login specific, Julie & Kathy will be able to put "in order" the functions in your drop down menu, and please let them know what/how you would like them to appear. Julie will send out the workflows (functions) for everyone to look at.

Generic circ login for everyone.

Workflows for acquisitions: Julie reviewed. Data exchange will be included for those importing records from vendors. Output vouchers for LEPMPL; high demand holds part of the list; fiscal close on list;

Workflows for serials: Julie will send out; not many functions in serials. Claiming should be run once a year to clear it out.

IDs & passwords for Sierra-- please send to Julie.

Macros—this may be a good time to look at & clean up, reorganize, etc. Do screen shots of the ones you want to move to Sierra.

**RDA update & samples:** start thinking about it, what we want to start keeping-- the 336, 338. Import RDA "as is", Innovative will have drop down menus & icons for RDA (in the next upgrade, end of this year?).

If no 300 field in an RDA record, leave the 336, 338, but fill out the 300 field in non-RDA format.

Leave in the GMD.

Leave the 257 field in for DVDs (place of production).

Catcode "d" for RDA code-- this is for incomplete/short RDA records only from Z39.50 downloads.

**Book trailers & audio excerpts:** Jennifer was thinking of doing this mostly for YA items at New Richmond. Should this be done across all formats? Try to place in large print too, if possible.

Use publisher trailers only? Fan trailers acceptable if viewed for authenticity (no LEGO or Star Wars kittens).

URL checker run once a year.

Donna will send out the listing of websites (Rotten Tomatoes, IMBD, AllMovie) they use & the instructions for stripping out the comments from the YouTube website.

Jennifer will send out listing for book publishers. For those who will be adding trailers to their records it was suggested that we used standard wording, for example: WATCH THE THEATRICAL TRAILER, WATCH THE BOOK TRAILER. This would be good if it could be viewed on the browse screen; Julie will ask Lori will investigate.

### **Headings report:**

Julie/Kathy are not sure if the headings report will move over to Sierra; looking for volunteers (those who already do headings report) to not only do your own, but also take an extra 20 minutes a day & work on others. Julie & Kathy will probably print & clear the headings report before we move to Sierra.

Remember to not code a bib record as a "z" unless you have done the authority work; leave it as a short bib.

**Mystery genre headings:** Julie is wondering if we can change to LC heading (Detective and mystery stories) rather than the genre heading. The genre heading causes lots of invalid entries in the headings report. Suggestion to remove the cross-reference for Detective and mystery stories in the genre heading for now (due to the Sierra load coming up) also for Horror Stories, and take Time travel |v Fiction out of Fantasy Fiction. This will help alleviate an overload in the headings report when we migrate. Jon offered to fix the entries once we have completed the migration.

### **Other:**

- Router issues-- Gus will be working on this when he comes back.
- Every enhancement done in Millennium will be done in Sierra too, but not vice versa.

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Adjourned: 11:50am.

Next meeting: August 17th, 2012 at Baldwin Public Library

Topics for discussion: Sierra

Minutes respectfully submitted by Donna Swenson

Sent from my iPad