

MORE Bibliographic Records & Standard Committee Meeting
IFLS Library System
Minutes: May 23, 2023
Zoom Meeting

Present: Lori Roholt (IFLS), Nic Ashman (CVTC), Meagan Bennett (Bloomer), Amanda Feldt-Smith (Barron), Jon George (River Falls), Jenny Karls (Eau Claire), Bridget Krejci (IFLS), Jennifer Rickard (New Richmond), Deb Faulhaber (IFLS, ex officio), Kathy Setter (IFLS, ex officio)

Also Present: Bonnie Clausen, Julie Woodruff, Sarah Niese, Steph Ragenauer, Jackie Johnson (NWLS), and Gina Rae (NWLS).

Absent: Jennifer Rickard (New Richmond)

1. Call to order: Meeting called to order at 12:02 pm Jenny Karls.

2. Establish a quorum: Completed

3. Certification of compliance with open meeting law: Compliance was verified.

4. Modify/approve agenda: Motion to approve the agenda by Meagan B.; seconded by Jenny K. Motion carried.

5. Approve minutes from February 22, 2023 meeting: Motion to approve by Jenny K.; seconded by Jon G.. Motion carried.

Old Business:

- 6. Discuss changing our bib. record policy to include variant editions on the same bib:** After discussion and viewing results from a system-wide survey. New Bib Records will be created for books with new illustrations, new translations, narrators (for audiobooks), forewords, after words, added chapters, bonus short stories, new introductions, and bonus epilogues. Records will be merged for books that have excerpts for other books, movie tie-ins (only if pictures from the movie are the only addition to the book), P.S. Readers Guides, author interviews,

different ISBNs (as long as the content is the same with a 935 note saying content was verified)

We will revisit actor interviews in the future when examples of such titles are available to compare Motion to approve by Jenny K.; seconded by Meagan B., Motion carried.

7. Discussion of local cataloging practices: Local practices Compiled from Bib. Standards Committee member responses via email– April 2023

- a. **003, 005 fields** are to be removed from records
- b. **050** leave or add if missing
- c. **ISBN and UPC** - remove from eBooks **Except for titles held by CVTC** as this field is used by teaching staff
- d. **Add qualifiers after ISBNs**
 - i. Hardcover
 - ii. Softcover
 - iii. Audiobook (and version if necessary)
 - iv. Large print

***Confirm (to the best of our ability) the qualifiers to any ISBN on any format, with our standard list of qualifiers.**

Ex: |q(paperback)
|q(large print ;|qhardcover)
|q(audiobook ;|qBrilliance Audio ;|qlibrary edition)
- e. **Serial records with 020 fields** keep the ISBNs from the 2 previous years with a year qualifier added to the field
- f. **024s** need to have the first indicator changed to a 1 so that they are searchable in Sierra
- g. For **book discussion kits**, put the ISBN in a 500 note, not the 020.
- h. **100/110/700/710** For Music CD records, place the performer in the 100 field not the 700. **Bibliocommons** does not display the 700 field well.
- i. **130/730**
 - i. Add 130 fields for feature films, qualify with a year if necessary (Motion picture)
 - ii. **Add 130 for a complete television series (Television program)** Use 730s for a single season or episodes of a television series – strip out the |n info.
- j. **245/246**
 - i. When to and how to include : | b a novel in records – if it's not on the title page just add a note.
 - ii. When a title starts with the letter A and the second indicator is 0, repeat the title in a 246 field (The classic catalog and Sierra can't find as a 245 10) Commonly occurs in alphabet books with titles that start with "a-z"
245 10 A is for Alligator
246 3 A is for Alligator
 - iii. Television series titles: the 245 should reflect the exact language found on the title frame, disc, or packaging. Add a 246 of the title

followed by the designation season and numeral 246 3_Luke Cage. | nSeason 2

- k. **250** Always add an edition statement of the format for Blu-rays, Blu-ray/Dvd combo, 4K, and 4K combo. If there is more than one edition statement the format edition statement must be first.

l. 264 – This is to be revisited at a future meeting

m. **300**

- i. Change minutes to hours and minutes for all audiovisual materials – this must be updated if over 90 minutes. Go with the time of what you have in hand, or add Approx. if various times are given.
- ii. Use the term videodisc for DVDs, for other formats use the terms Blu-ray disc and 4K Ultra HD Blu-ray disc.

Examples for combos:

300 1 4K Ultra HD Blu-ray disc (2 hr., 3 min.) : |b sound, color ; |c 4 3/4 in. + |e 1 Blu-ray disc (2 hr., 3 min. : sound, color ; 4 3/4 in.)

300 1 videodisc (2 hr., 3 min.) : |b sound, color ; |c 4 3/4 in. + |e 1 Blu-ray disc (2 hr., 3 min. : sound, color ; 4 3/4 in.)

- n. **380 – flexible – leave if in record. Don't add to existing records. New records are coming in with . |2lcgff This to be revisited in a future meeting**

o. **Series**

- i. Drop spoken word from series headings
- ii. Don't use series headings that are specific to audiobooks, use the same series heading that we are using with the print heading.
- iii. Drop the following before the series number: book, bk., volume, vol., v., #, no., number
- iv. Always add 8xx when 490 is on the record (CABS is removing 490 0 from records) **If not sure if book is a series add as a quoted note in record.** If book notes that a book is the first in series add 490 1.

p. **5xx**

- i. Enhance the 505 for works that stand alone (song titles, short stories, etc.) Do not enhance 506 for chapter titles. If a work has multiple authors/titles use 700s as 505 don't search well for multiple authors.
- ii. **Use LCSH and not the LC Children's headings** – be aware that LC Children's headings Friends and Aliens are being automatically flipped to Quakers and Noncitizens.
- iii. Subject and genre headings
- iv. **Strip gsafd, mesh, Sears, eric, bisac, fast headings from records**
- v. **Keep Spanish headings (bidex)**
- vi. **Strip the following genre headings Novels lcgff, Fiction lcgff, Non fiction lcgff, Fiction films lcgff**
- vii. **Direct catalogers to the approved list of local genre headings**
<https://www.iflsworld.org/knowledge-base/local-genre-headings/>
- viii. **Strip Popular works (| vPopular_works)**

- ix. Unnecessary genre headings in non-fiction. Illustrated works should have this heading removed from most records , Informational works should be striped. **REVISIT at a later meeting.**
 - x. Do not use genre heading Illustrated works on children's materials, Use only on adult materials that are mainly illustrations (books that are almost entirely photographs) **REVISIT at a later meeting.**
 - xi. Kids nonfiction books that look like picture books (not glossy pictures) should use the Picture book heading. **REVISIT at a later meeting.**
- q. Local heading 650 7Love | vJuvenile fiction. | 2local is no longer necessary as 650 0 Love | vJuvenile fiction is now a valid heading. This can be removed from the local heading list.
 - r. Not all comics are graphic novels, but all graphic novels are comics so if 655_7 Graphic novels. | 2lcgft is used 655_7 Comics (Graphic works)| 2lcgft should be added to the record.
 - s. Retain olacvgt headings for video games.
 - t. 7xx | i field in the 700 field works and should be retained as the 246 and 730 fields are not searchable. | i must not be used in those fields for them to be searchable. Issue to be revisited at next meeting with examples and testing to see if it is a software bug in Classic Catalog or Sierra.
 - u. **856** if old delete as these links can get outdated if they are book trailers. **IF it is a CVTC record do not delete as these are Open Content files that allow access to online materials for CVTC items.**
 - v. **OTHER – Quick reference** post to the IFLS website best cataloging practices in a cleaned-up document that is separate from the Templates. Examples of what is wanted 1) process of grouping similar titles through the webpac when titles don't automatically group, 2) serial records are preferred but monograph records are okay for compilations of short stories, poetry, essays is so that the contents of the book are searchable in a **505** field (Best of Short Stories)
- 8. Continuation of local genre heading #OwnVoices is for staff reference use**
- 9. Use of Publisher series in the catalog**
- Some large print series are not valid series headings Wheeler large print hardcover or Wheeler large print softcover are not valid series headings. This item will be revisited when LP publishers come out with their new series names, but at this time, **do not use the above-mentioned series names when cataloging.**
- Bridget to email Marcive about Wheeler authority records.

Next Meeting TBD (August or September)

12. Adjournment: Jenny K. adjourned the meeting at 12:06 pm

Minutes respectfully submitted, Meagan Bennett - Bloomer