

**Lakeland Library Cooperative
Cataloging Center Meeting Minutes
October 24, 2024 at 3 (via Zoom)**

1) CALL TO ORDER AND ROLL CALL

- Members Present: Jeff Lezman, Allison VanDenBos-Hipskind, Julie Veneziano, Vanessa Walstra, Catherine Hoffman, Kerry FitzGerald, Damien Rostar, Laura Abramson, Andrew Susalla, Allison Boyer, Michelle Poll, Jen Norton.

2) APPROVAL OF AGENDA

3) APPROVAL OF MINUTES

A) August 21, 2024, Unofficial Cataloging Center Meeting Minutes

- Motion to approve minutes (Vanessa & Kerry)

4) ONGOING/NEW BUSINESS

A) Cataloging Center Requirements & Standards

- Motion to approve (Damien & Vanessa)

B) Library of Things records

- Reviewed standards draft for Library of Things (LOT) materials.

- Whenever possible, try to make full MARC records for LOT.

- The goal is to increase ease of catalog use for patrons.

- Question: Do we want specific separate records for items with different brands or different models of the same type of item? Example: Digital video projectors from different brands.

- Some projectors (as an example item) have different functionality. But, if the items have the same functionality, but are simply a different brand, it may make more sense to have them under one record. Examples include items like metal detectors or pickleball rackets.

- However, individual separate records are good for things with differences that a patron may wish to know about while browsing the catalog, so they are not surprised when they receive the item.

- **Motion approved: Separate records for materials that have substantially different functionalities (like a DVD player vs. a Blu-Ray player).**

- Discussion: Do all libraries need to have the same standards for what goes in LOT and what doesn't? Example: Which items are available to those over age 18 and how items are marketed to patrons?

- Should there be uniformity between libraries for what goes in LOT? Can each library have its own definition for LOT? Do we need to come to a consensus or make a rule? Example items: puzzles, board games, toys.

- Jeff: Don't need hard and fast rules.

- Which records do we add LOT designation to? What about things like board games that are not in LOT? Make it a standard realia record, not relying on LOT series statement?

- Exceptions are allowed to let libraries be independent.

- **Motion: There are allowed to be exceptions to what is considered a Library of Things item, on a case by case, library by library basis.**

- Generally, things like video games are considered media and not LOT.

- Media definition: Primary existence of item is to convey information, such as through screen, audio, or text. Purpose of "media" is to be a carrier of information.

- What about Tonies/Yotos? Considered realia or sound recordings? Tonie audio player box would be considered realia, and the individual character pieces are sound recordings. Differentiation between device and content (like the difference between a CD player and CDs).

- Standards document will be added to the Wiki and sent to everyone.

C) Series books

- Reviewed draft for juvenile fiction/graphic novel series.

- Discussion: How to format 245 fields. There are different methods of formatting the 245 field, is there a preferred format so we can stay consistent?

- Should we limit ourselves to one format, or a case-by-case basis, based on what is actually on the title page?

- Preferred format (The standard up to this point):

245 14 The last straw. |p Diary of a wimpy kid. |n 3 / |c Jeff Kinney.

- Add 246 lines for series and title variations.

- Volume number included both in 245 and 490 fields.

- Individual records vs. serial records: current practice is that we allow both, depending on individual library preferences.

- Separate records are preferable for patrons so they can see the cover art of each item while searching. For example: a patron may mistakenly think that a Diary of a Wimpy Kid serial record is only the first book.

- As a cooperative, we prefer monograph records and encourage them strongly, but serials are allowed according to preference.

- Monograph records group better in Bibliocommons and are better for holds (not having to place item specific holds). Monograph is the gold standard for patron searchability and the holds process in Bibliocommons.

- Some libraries are de-serializing as time allows, so that patrons can find things easier.

- Standards document edited to reflect changes discussed.

D) Other New Business

- Keyword indexing slow? Jeff will open a ticket with Innovative.

- New BCODE3 field for MADL's new materials, so new brief records will not get mixed up with Lakeland's.

- Remember, don't change any authority records, we have automatic authority control built into Sierra. Innovative is looking into authority control erroneously changing fields (like the author's name). Hopefully this is some kind of glitch. If you notice something like this, let Jeff know.

6) NEXT MEETING

- Wednesday, December 11 @ 2

7) ADJOURNMENT

- Motion to adjourn meeting (Laura & Vanessa)