

**Lakeland Library Cooperative**  
**Cataloging Center Meeting**  
**December 11, 2024 at 2:00 - 3:00 pm (via Zoom)**

1) CALL TO ORDER AND ROLL CALL

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

2) APPROVAL OF AGENDA

- Motion (Laura/Damien)

3) APPROVAL OF MINUTES

A) October 16, 2024, Unofficial Cataloging Center Meeting Minutes

- Add Michelle Poll and Jen Norton to members present.

- Accepted as amended.

4) ONGOING/NEW BUSINESS

A) Cataloging Center Requirements & Standards

- Jeff: Cataloging numbers have been going up. The improvement in cataloging stats is great!

- Laura: LOT records are more time consuming, which can affect cataloging speed. Adds processing time.

- Do we need to factor this into stats?

- This affects rules about not spending too much time on local items.

- Vanessa: We can check in if we have more original cataloging. There are times when statistics may drop because of large local history or genealogy donations.
- Jeff: The numbers should all balance out over time since we all have a mix of items that are faster or slower to catalog.
- These rules are not set in stone, it is normal to have productivity fluctuations. The ideal number of items to catalog is a general guideline/goal to work towards.
- Kerry: They have begun cataloging blind as they order items, to get records in the database quicker and increase their cataloging numbers. They then do a final detail check (for details such as page numbers) when they have the physical item in hand.

#### B) BCODE3 for MADL records

- Has now been set up, it is the letter “m”.
- Previously used LL codes.
- Records will display in Biblio but don’t get contributed to MeLCat.
- Can run create lists with new BCODE3 to find all of MADL’s pending items.

#### C) Clean-up Projects

- Lakeland is looking into a new ILS system. If we do migrate, it would help to have some old records standardized and cleaned up.
- Reviewed “Non MARC records cleanup” document: something to work on if you have extra time.
- Always remember to change the cat date field when you change a record, this sends it to Backstage authority control.
- Reviewed “130/240 field clean up” document: another project to work on as time allows.
- Instruction documents will be emailed.

- Projects to help clean up the database are always welcome (like merging duplicate records, correcting errors, etc.)
- If you delete the last item attached to a record, also change BCODE3 to delete, so the record is immediately suppressed and removed from the system quicker.

#### D) Other New Business

- None.

6) NEXT MEETING – February 12, 2025 2:00-4:00 pm

#### 7) ADJOURNMENT

- Motion (Vanessa, Damien)