

**Bib Standards Meeting Minutes**  
**Oct. 4, 2011 Thursday**  
**9:00 AM**  
**Prairie River Dist., Lapwai**

In attendance: Randy Smith (LEW), Jeannie Haag (LCLD), Millie Wimer (PHS), Karen Pell (LMS), Bonnie Holland (CHS), Marcia Player (CMP), Terri Summerfield (WPL), Claudia Jones (RIV), Elena Mechling (LEW), Nancy Lee (PRLD), Lynn Johnson (MVSD).

**Old Business:**

**BISAC Issues:**

LEW is going to a BISAC system and leaving the Dewey Decimal System when they move to their new building. (BISAC is a system based on topics and is friendlier for patrons who browse.) LEW is requesting that we leave the 084 and 650 fields in records and any other tag fields that have bisacsh in them. There is a possibility that records could have 090, 092, and 655 tag fields with bisac headings in them. Please see example record 658921 in the catalog.

**NetLibrary and Overdrive Records:**

At this point, Overdrive records will not be added to the OPAC. Patrons using this service will need to browse ebooks and audiobooks via the Overdrive link that will be added to our VALNet website.

**New Business:**

**Catalogers Contact List:**

The catalogers' contact list was updated for those that were in attendance. Randy will also send out an email asking for all VALNet catalogers to update their contact information. Anyone who needs to be on the Bib Standards email list that currently is not will need to contact Jennifer Ashby ([jashby.acl@valnet.org](mailto:jashby.acl@valnet.org)) to be added to this list to receive messages specific to cataloging. This is very important with the upcoming changes to our ILS.

**New Cataloger Guidelines Reminder:**

Mistakes are being found in the catalog. All directors need to remember that there are steps to be taken before a cataloger is given full cataloging rights. Training needs to take place. Please do not remove the 035 fields. This item will be brought up to the VALNet Directors group for further guidance.

**ByWater Conference Call:**

To look at a demo for ByWater go to <http://intranet.bywatersolutions.com> and enter "bywater" twice to log in.

In preparation for the migration to Koha, we need to clean up our own records. Records and items that need to be examined include: lost items, both library and system applied; missing items; duplicate records; bibs with no holdings; and, holdings without an item.

From the conference call with Ruth Bavousett, Lead Migrations person for ByWater, we learned that they are on schedule for over 60 migrations this year and have done several Voyager systems. Ruth said a cataloging freeze and patron freeze is not necessary before the migration.

**We asked:**

What will happen to "holdings" portion of the record?

**Reply:**

All fields currently in the holding portion will either move up to a bib record or down to the item record.

What should we do to clean up our current OPAC?

Reply:

There are no system requirements for clean up before migration.

Can a record be suppressed?

Reply:

Yes, and current suppressed records will remain suppressed.

Will we be able to continue with Authority Control processing?

Reply:

We will export records based on a date range and continue with Authority Control processing much like it is now.

Will we be able to continue with quarterly OCLC exporting for those libraries that are members of OCLC?

Reply:

ByWater has a tag for item bibs that will pull those records to export to OCLC.

Ruth asked:

What do we want to change about our collections during this migration?

She suggests that we make a wish list for large scale moves or changes that we currently cannot do without handling each item in a collection, for instance would you like all your 920's to become Bio's. There will be no extra cost for these data moves as they are part of our support from ByWater. Any sponsored development needs quotes for development though.

Can an item's record be deleted once it is "lost" but a patron still owes a fine for it?

Reply:

Yes, an item's record can be deleted when lost, but it must be discharged from the patron. The fine will remain on the patron's record until taken care of.

How will training take place?

Reply:

Training usually lasts for 3 days. Day one will cover circulation, day two covers the cataloging process, and day three will cover system administration, reports and technical issues. VALNet and CIN will take part in training together at a chosen location. Webinars and train-the-trainer formats may also be necessary with the number of people in our consortium. Training videos are also currently available at the ByWater website (<http://bywatersolutions.com>) under the blog tab and tutorial videos.

We will want to start using the test server for training 1 ½ months before we go live.

Follow-up Discussion:

We will need to set some deadlines for record clean up as VALNet is planning to go live with on Koha April 1.

Please take a look at the demo videos on ByWater's website, especially those for downloading records.

Koha also has a listserv that can provide those who join with valuable technical information.

There is a bib (579335) that has two different books attached to it. Terri Summerfield will create 2 correct records for these books and those with holdings (CEN, CMP, GCL, RIV, WEB) will need to decide which record to attach to.

LEW is getting 12 Play-away Views that will be in as suppressed records. Elena shared this item for us to examine.

The next meeting will be November 15, at 1 PM. It will be held at ACL.