

Bib Standards Meeting Notes

Sept. 13, 2016 1:00 pm

Lewiston City Library

Call to order: Chair LeeAnn Nilsson (LDO) called the meeting to order at 1:03. Present were Bonnie Holland (CHS), Jessica Long (CMP), Colleen Olive (KMS), Sheila Guernsey (LCS), Elena Mechling (LEW), Lynn Johnson (MVSD), Carol Robinson (OHS), Della Gehring (PHS), and Pam Howard (PRLD).

- **Approval of the Minutes:** It was moved by Bonnie and seconded by Lynn that the minutes of the May 10, 2016 minutes be approved.

- **GMD (General Material Designator):** There have been some consistency issues with how the 245 subfield \$h is being entered. Please see the following examples for how VALNet has chosen to enter these fields.

Books on CD: **[sound recording (CD)]**

MP3: **[sound recording (MP3)]**

Musical CDs: **[sound recording (CD)]**

DVDs: **[videorecording (DVD)]**

VHS tapes: **[videorecording]**

Blu-Ray: **[videorecording (Blu-Ray)]**

CD-Rom: **[electronic resource]**

Playaways: **[sound recording (digital)]**

Kits: **[kit]**

I've copied the following instructions from OCLC (I added our custom designations): "If appropriate, add a GMD to the 245 field, in a subfield h. Subfield h follows the title proper but precedes subfield b. This means a GMD goes in between the title and subtitle. Subfields n and p are also part of the title proper, so the GMD follows these subfields."

Here are some examples:

245 04 \$a The Partridge family. \$n The complete first season \$h [videorecording (DVD)] : \$b come on get happy.

245 00 \$a Cougar town. \$n The complete first season \$h [videorecording (DVD)] / \$c ABC Studios.

245 00 \$a Wolverine \$h [videorecording (DVD)] : \$b chasing the phantom.

245 10 \$a Forge \$h [electronic resource (digital)] / \$c Laurie Halse Anderson.

245 00 \$a Super street fighter IV \$h [electronic resource].

245 10 \$a Theodore Boone \$h [sound recording (CD)] : \$b kid lawyer / \$c John Grisham.

Always place the GMD in brackets. There is no punctuation preceding the |h and the GMD is always in all lowercase.

- **Editing Bib records:** The question was raised about who is responsible for fixing a record when you come across one that needs editing. The simple answer is you are. There are a few options available. You can edit the record yourself or overlay the record with a new one (using Z39.50).
- **Low PB Records:** It was brought to the attention of the Bib Standards group that LEW has a collection of paperback books that are suppressed from the OPAC. The intention of the collection is to be a ‘browsing only’ section derived of donated paperback books. These items have limited cataloging and processing and are meant to be rotated out after 6 months. Concerns were raised that as part of the consortium this collection should be searchable and available to all patrons. Members of Bib Standards will do more research on possible policies for clarification and report at the next Director’s meeting.
- **Staff pages / minutes:** While looking through old Bib Standards minutes on our staff pages LeeAnn discovered that Circ notes were loaded instead of Bib Standards notes. The affected dates are May 17, 2011, Sept 11, 2012, May 8, 2012, and Nov. 5, 2013. The Sys Admin group will work on correcting this.
 - **Training / mentoring for new hires:** This subject was initially brought up at the Circ meeting preceding our Bib meeting. It is our understanding that each agency is required to employ staff that are

trained in Circulation as well as Cataloging. That being said, there are a few avenues for anyone needing training:

- **KOHA Tutorials:** <http://bywatersolutions.com/section/tutorial-videos/>
There is a wealth of knowledge in these videos.
- **Catskills:** Completing this course on CD was at one time a requirement before allowing anyone to access cataloging.
- **Bib Standards meetings:** We recognize that the terminology of this group might be misleading. We encourage anyone that is cataloging to attend these meetings as we go over cataloging issues and can provide some training. We are also looking into having mini training sessions in the future to help get people started.

Members will approach the Director's with ideas on starting the mentoring program back up again.

- **Elections:** Lynn has graciously volunteered to be our Chair and Elena will continue to be Note taker.
- **Next meetings:** We will continue to follow the Circ meeting schedule:
 - **Nov. 8, 2016**
 - **March 14, 2017**
 - **May 9, 2017**
 - **Sept 12, 2017**

The meeting was adjourned at 2:50 p.m.

Elena Mechling, Note taker