

# Cataloging Work Group

## Meeting Notes

February 26, 2020

### Meeting recording:

**Attendees:** Deb Ondricka, Cheryl Cruse, Monica Doman, Jessica Hartswigen, Tim Ream, Betty Rivera, Unjoo Lee, Melissa Taylor, Amy Beadle

Meeting start: 3:05 p.m.

The cataloging group is becoming more active. Our discussions will transfer to the All LSP listserv. Our group establishes 1. **Policies** – which need to be approved and sent to the Governance Committee, 2. **Best practices** which are more operational, and 3. **Recommendations** which are more of a suggestion but not requirements.

The policies go through an approval process – going out to field and then to Governance Committee. We need a cheat sheet for cataloging roles. If anyone wants to create one...

Today's documents under review:

1. [Policy: Primary Bibliographic Utility](#)

If this document is acceptable to everyone, we can approve it and move it to the Governance Committee for their approval. Votes: Yes (all).

2. Deleting MARC fields in OCLC Records. Everyone responded this document was fine.

3. [Alma Daily OCLC bib Record Updates and OCLC WorldShare Collection Manager](#)

We need screen shots for this document. No comments received.

4. [Publishing to OCLC](#). No comments made.

5. [Suppression for Records for Physical Inventory](#). Glorian asked if the record would be unlinked from the NZ when withdrawing items from the catalog and what would happen if a library did not follow the recommendation. (This question resulted in an online conversation the next day and this revised document: [Suppression of Records](#))

Jessica said that she will clean up the NZ if there are records in the NZ without holdings.

6. [Policy: Suppression of Records for Physical Inventory](#). This is a policy that needs to be voted on for approval. 7 Yes votes.

There is a need for screen shots for some of these documents. Monica said the work can be divided up.

There was a question of how to handle lost material. Also it was suggested a FAQ for cataloging should be created. Google Drive could be a place to keep this information.

Amy said we are in the queue for the reclamation project for March. OCLC is putting together a step-by-step process of how this will work.

Question: Are we putting together the responsibilities or rules for people not using OCLC? -  
There was no answer to this question.

Deb asks: Is there a 9XX field set up for collection names? Jessica is not sure at this time.

Amy said she can circulate what is needed from the group.

**Meeting adjourned: 3:41 pm**