

Valley Library Consortium
Minutes of the Database Committee Meeting
August 23, 2012

Present in Person: Mary Schultz and Ron Suszek (Midland); Linda Hudecek (CDL); Kay Dunker (VLC); Jane Piersall (White Pine); Paul Lutenske (PLOS); Paula Pashak (BCLS); Alice Parsons and Becky Grai (Northwood); Cindy Hix (Bridgeport)

Present Remotely: Andrew Sullivan (West Branch); Betty Gettel (Caro); Lynn Deming (St. Charles)

Mary Schultz called the meeting to order at 10:00 a.m.

Decisions:

1. Becky Grai moved to approve the minutes from the April 26, 2012 meeting. Paul Lutenske seconded the motion. Motion carried.

Discussions:

1. Update from Administrative Council:

Administrative Council approved the By-Law changes for the VLC. The change for the Database Committee is reducing the quorum limits from 9 members to 7 members.

Administrative Council approved the new ILL Procedures for use of the yellow bands.

Next month's Administrative Council Meeting will be a review of the Strategic Plan.

2. Report from the Cataloging Sub-committee:

Paul Lutenske was elected chair of the Cataloging Sub-committee.

RDA implementation is coming. VLC will move to using RDA records. The Cataloging Sub-committee suggested a practice of creating a hybrid record type by retaining RDA elements and supplying a GMD (245 tag; subfield h). The inclusion of a GMD (245 tag; subfield h) would enable HIP to graphically display item format and would provide a measure of visual consistency with AACR2 records. This measure would enable members to import records with 300 fields in either AACR2 or RDA formats. Motion was made by Paul Lutenske to accept the Cataloging Sub-committee's recommendation. Ron Suszek seconded the motion. Motion carried.

Motion will be sent to the Administrative Council for final approval. This motion would not be put into effect until approved by the Administrative Council.

3. EBook ISBN's:

Reminder—when you get an eBook record, check to see if the ISBN for the physical versions (i.e. hardback, paperback, etc.) is in the 020 subfield a spot. If it is, move it to 020 subfield z and put it in the 776 tag. Create 776 tag if it is not there. The 020 subfield z is optional, but the 776 tag is mandatory.

4. Changes to the OCLC control number:

Reminder—OCLC is expanding their control number beginning in July, 2013. It will include "ON" plus 10 or more digits. This will not create issues with Horizon.

5. Northwood request to load bibs for eBooks:
Northwood has a contract with “Ebrary”. It is a source of non-fiction eBooks for their students to use. Northwood would like to batch download approximately 12,000 records to the database so that their students would find the books and information they are looking for in one place. These records have OCLC numbers, but they are not OCLC records. Kay has been working with the representative from Ebrary. They will bring their records into compliance with our standards for this batch. The question is that our standard states that every record needs to be looked at individually before being added to the collection. Paul Lutenske made a motion that Northwood download a smaller batch of 500 records to check to see if the changes have been made. After one month, we will revisit the issue and if there are no problems, load the rest of the records. Linda Hudecek seconded the motion. Motion carried.

6. Lost ILL Items:
Reminder—DO NOT check in lost items and change the status to “Lost and Paid” or any other status. If you do this, it is no longer attached to the person who lost the item. This is especially hard for borrowing libraries that have paid for a lost item and then want to track which borrower to charge for the item. Instead, delete the item using batch item delete (batch deletes of lost items are possible – just contact the VLC). This allows the lost block to remain on the borrower’s card until it is resolved.

7. Bib Records not up to Standards:
There are records in the Database that are not up to the AACR2 standards. Some of these are not OCLC records (there is not an OCLC number in the 003 tag). Items have been attached to these records and are in circulation. Our standards say that the first attaching library needs to update the record to the AACR2 standards. What should be done when the first library attaching an item is not updating the record? This takes staff time from other libraries when they go to attach an item. It was recommended that when we see a record like this to send it to Kay. She will capture the information that is needed then let the reporting library know when it is okay to update the record. Kay will keep and compile the information for the next several months. At that time discussion will resume if a library is a repeat offender.

Announcements:

1. It is time for Sybase password changes. Jon will be contacting libraries by September 7. Changes will be made before October 12.
2. VLC is Beta testing Horizons 7.5.2 and HIP 3.22
 - a. SMS Text Messaging is included in this new release. The ability to send the text is free, but there will be a cost associated with sending the text.
 - b. The “End Session” button will have the ability to be disabled with this release.
3. Jon will be doing training sessions on what libraries can do with Library Thing.
4. LibraryThing for Libraries has released a new product called BookPhysic. There is a cost for this product. Kay will be sending out a link so that you can review it.

Next meeting will be Thursday, September 27, 2012

Minutes submitted by C. Hix