



V-Cat Meeting Agenda

Thursday November 1, 2018

Wisconsin Valley Library Service – Meeting Room
300 First Street - Wausau WI, 54403 9:30 am – 12:00 Noon

Type of Meeting: V-Cat Council Meeting
Meeting Facilitator: Erica Brewster, Chair

GoToMeeting: Please join my meeting at: <https://global.gotomeeting.com/join/978177381> You can dial in using your phone: +1 (408) 650-3123 Access Code: 961-973-813 **Please Notify K. Schulz by Tuesday, October 30 if attending via Go-To- Meeting.**

Time	Meeting Item Description	Presenter	Action Required
9:00 – 9:30	Coffee & Conversation		
9:30 – 12:00	Call to order	Erica Brewster	
	Roll call	Kyle Schulz	
	Approval of the order of the agenda	Erica Brewster	Vote
	Approval of the September 6, 2018 minutes	Erica Brewster	Vote
	V-Cat Financial Report	Kyle Schulz	Vote
	Bibliographic/Interface Committee Report: <ul style="list-style-type: none"> Bibliographic/interface Committee Update 	Chris Luebbe	
	Cooperative Circulation Committee Report: <ul style="list-style-type: none"> Circulations Committee Project Update 	Kitty Roesler Mary Stachowiack	
	Other Sierra Topics: <ul style="list-style-type: none"> Lost Item Responsibility Sierra Snack Other Sierra Topics 	Kyle Schulz and Teresa Hall Kyle Schulz V-Cat Council Reps	
	Request for February 2019 agenda items	Erica Brewster	
	Upcoming Meetings: <ul style="list-style-type: none"> V-Cat Council Meeting February, 2019 		

This agenda has been sent to the official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida, and Taylor counties. If you are unable to attend this meeting, call Kyle Schulz at 715-261-7257 or e-mail: ils.admin@wvls.org by noon, October 30, 2018. Proxy notifications must go to Kyle Schulz and Erica Brewster.

Any person planning to attend this meeting who needs some type of special accommodations in order to participate should notify the WVLS office at 715-261-7257.

V-Cat Meeting Minutes

Thursday, November 1, 2018 9:30 a.m.
WVLS Headquarters, 300 N. First St., Wausau, WI



Call to Order and Announcements:

E. Brewster called the meeting to order at 9:32 am. Roll call was taken, a quorum was present.

Members Present:

J. Jochimsen (Abbotsford), D. Frandrup (Antigo), V. Calmes (Colby), S. Bedroske (Dorchester), R. Wenzel (Gilman), F. Albrecht (Laona), T. Hall (Loyal), E. Schwartz (Merrill), C. Hart (Neillsville), C. Huston (Stetsonville), E. Brewster (Three Lakes), and C. Celestina-Smith (Westboro).

Via Go To Meeting:

K. Heiting (Granton), K. Metzke (Greenwood), M. Taylor (Minocqua), C. Huston (Neillsville), L. Petersen (Owen), J. Beloungy (Thorpe), and T. Miniatt (Withee).

Also Present:

M. Derpinghaus (MCPL), J. Kinney (MCPL), C. Luebbe (MCPL), D. Kiefer (Merrill), L. Mayer (Neillsville), S. Machones (WVLS) via Go To Meeting, J. Matczak (WVLS) via Go To Meeting, R. Metzler (WVLS), A. Mroczenski (WVLS), and K. Schulz (WVLS).

Absent:

S. Schmidt (Crandon), K. Roesler (MCPL) with M. Stachowiak proxy, E. Clarkson (Medford), V. Roberts (Rhineland) with Sarah Steinbacher proxy, T. Blomberg (Rib Lake), and H. O'Hare (Tomahawk).

Announcements: New staff member at WVLS, Rachel Metzler. Upcoming retirements: Ellie Schwartz (Merrill), Mary Taylor (Minoqua), Augo Hildebrand (WVLS) and Ann Mroczenski (WVLS).

Approval of the Agenda:

J. Jochimsen moved to approve the order of the November 1, 2018 V-Cat meeting agenda, S. Bedroske seconded. Motion carried.

Approval of the September 6 Minutes:

Clarification was requested about the digital library card statement in the September minutes. K. Schulz responded that there is currently no policy on digital cards.

V. Calmes made a motion to approve the September 6, 2018 V-Cat meeting minutes with the clarified language about digital library cards. M. Stachowiak seconded. Motion carried.

S. Steinbacher from Rhineland abstained.

V-Cat Financial Reports:

A discussion was held to clarify when some of the payments happen.

D. Frandrup made a motion to approve the August V-Cat Financial Reports, T. Hall seconded. Motion carried.

Bibliographic / Interface Committee:

C. Luebbe, Bibliographic/Interface Committee Chair, updated the Council on:

- Recently a list of catalogers from V-Cat libraries was created and emailed to the catalogers. From this list a cataloger's listserv was established by Josh Klingbeil. A request was made for the list to be share with all.
- The committee met on October 9, there was a quorum present.
- **Recommendation for cataloging multi-item sets:**
 - The Bibliographic / Interface Committee presented the following recommendation for approval:

Multi-Item Sets

Materials purchased as a set should not be broken up into separate bibliographic records or item records unless each item has a unique standard identification number on original purchased packaging.

Examples:

- DVD/Blu-ray combo cannot be separated as they don't have unique standard identification number.
- TV Series can only be separated if each season has a unique standard identification number on its original purchased packaging.

Unique Standard Identification Number

- ISBN
- ISSN
- UPC
- Etc.

- A discussion was held based on this recommendation:
 - J. Jochimsen voiced support of the recommendation to lessen confusion going forward.
 - There was concern that the recommendation is not clear whether it only relates to AV, and whether audio books are considered as part of the recommendation.
 - K. Heiting mentioned she often receives donations of just the DVD copy from a DVD/Blu-Ray combo set and asked how she would catalog those donations under this recommendation.
 - K. Schulz shared a flowchart that helped the Council visualize the holds process and what happens when DVDs and Blu-rays circulate separately on the same record.
 - A discussion occurred about OCLC standards. A. Mroczenski explained that the recommendation mirrors how OCLC handles items like this, and as we use OCLC records, we should attempt to follow their standards to keep our holdings the most accurate on OCLC.
 - E. Brewster summarized that there are three things we are trying to balance: good cataloging, patron needs, and library needs and specified that the recommendation should be a best practice.
 - It was suggested that the recommendation be revised to specify AV only.
- D. Frandrup moved to accept the recommendation with the AV revision, V. Calmes seconded. Motion carried. K. Heiting abstained.

Item code 2

- If your library is the first to add an item to a bib record remember to add an F in item code 2, including on items attached to Z39.50 bib records. If you are unsure whether your library is the first, add the F to item code 2.
- K. Schulz suggested a prompt be added in the templates that asks for the item code 2 field to be filled in. Many said they would like the templates updated. WVLS will plan to update the templates to include a prompt for item code 2.
- The last item code, also called an L in item code 2, is no longer in use.
- Discussion about the V-Cat cataloger email list, and a recent email sent by R. Metzler about ebook ISBNs.
 - Because this list exists, WVLS will now send cataloging information to this list. If you are interested in being added to the catalogers list, let WVLS know.

Cooperative Circulation Committee Report

M. Stachowiak, Chair, presented for the Cooperative Circulation Committee.

- The committee is working on unifying limits on maximum fines, items checkout, and loan rules and is still gathering information. This is a big project and at its conclusion will be a recommendation from the committee. It was noted that some items included in this recommendation may need to be approved by boards. The goal is to have all recommendations packaged into one recommendation.
- E. Brewster asked about receipt savings statement. K. Schulz researched the issue and found there is only a workaround available at this time. A discussion was held that it is concerning that things might show up as more expensive than their actual cost. K. Schulz shared that it is possible Sierra will be able to do this accurately soon. It was suggested that bookplates could be added that say, for example, “you just saved \$25 by borrowing this book from your library” as an alternative to the receipt savings statement. The consensus was to wait until Innovative offers this feature.
- **Damaged and missing item guidelines:** a review of this practice was provided. When an invoice is sent for an item that has a billed status, switch the first 4 digits of the barcode to LOST. It stops the check-in process, keeping the fine on the patron account.
 - E. Schwartz suggested working with the other library if a book is returned that has LOST in the barcode.
 - M. Stachowiak suggested adding a note to the record.
 - A reminder to use B in item code 2 for batch check-in was shared. This allows the circulation information to stay on the patron record.
- **100,000 items in Sierra without price**
 - The monetary value of your library collection is tied to the price listed in the item record.
 - K. Schulz shared a Sierra Snack to help find and update items without a price in Sierra.
- **Standardized barcode placement**
 - The current procedure is to place the barcode on the front of the item, parallel to the spine. However, MCPL currently places barcodes on the back of magazines. Also, there is some concern about the templates. This issue has been added to the agenda for Cooperative Circulation Committee to update. M. Stachowiak asked if an updated recommendation could be separate from the loan rules recommendation. The consensus was yes.
- **Circulating magazines**
 - Each library could decide to circulate their magazines through all of V-Cat. A recommendation will be coming for courier best practices and loan rules from the Cooperative Circulation Committee.
 - K. Heiting asked if only older issues could circulate. K. Schulz replied that the easiest way is to not catalog magazines until ready to circulate. It would also be possible to have a high demand option for magazines.
 - Directors should come to the February 2019 V-Cat Council meeting with a decision on whether they want to circulate magazines.
- **Courier for newspaper delivery**
 - K. Schulz responded that this will be handled internally between WVLS and libraries that need this service.

Other Sierra Topics:

Presented by K. Schulz.

- **Lost item responsibility**
 - T. Hall asked for clarity on which library - the owning library or the lending library - is responsible when an item goes lost. The library that checks out the item is responsible for cost of the item, not owning library. This guideline is compatible with basic ILL policy.

- **Messages on patron records**
 - Members were reminded to use the message field to communicate something about a patron. This will cause the message to pop-up when the patron card is scanned.
- **Sierra Snack**
 - Finding default item prices. If you do not already know your defaults, you may want to do this first.
 - Admin → parameters → circulation → loan rules. From there find your item type in the list.
 - Finding items without a price
 - 1) **Create list** – find items within a location code with the price 0
 - 2) Retrieve a saved query: items without prices, click select.
 - 3) Fill in missing information (if you want all items, starts with two letter code) and click search.
 - 4) **Global update** -> select records -> drop down to Review -> find the Review file (the list you just created) -> search -> Command input -> change fixed link -> price -> find \$0.00 and replace with desired amount (be sure to include \$) -> Preview -> Process
- **Create Lists**
 - a. A question was asked if more create list options can be added. More cannot be added, however, if you see that WVLS is using a large create list option that you need, call us and we might be able to clear it.

Request for February 2019 Agenda:

- E. Brewster asked for agenda items for next meeting. None were given.
- K. Schulz updated the council on his continued work on deleting old library cards and driver's license numbers.
 - An update was requested on the Sierra slowdown. K. Schulz announced that there has been no significant progress on the slowdown.

Adjournment:

S. Bedroske moved to adjourn the meeting, M. Stachowiak seconded. Motion carried at 12:19 pm.

SUBMITTED: 11/9/2018 R. METZLER, RECORDER