V-Cat Bibliographic and Interface Committee Meeting Report October 5, 2021

Meeting was held by remote attendance only (GoTo Meeting).

Present: Chris Luebbe, Cheryle Miller, Emily Mueller, Heidi O'Hare, Maria Pregler, Pat Schmitt.

Others: Rachel Metzler, Katie Zimmermann.

Chris Luebbe called the meeting to order at 10:01 a.m.

Volume field for magazine item records

- The recommendation we had planned to send to V-Cat Council needs more work.
- Regarding Aspen: which item record fields can it be configured to display: Call No. or Volume or both?
- The answer may cause us to rethink what information needs to go into which field.
- We need to give our patrons the best chance to identify the desired magazine issue when placing holds.
- Volume field information drives Sierra behavior when placing item-level holds and so will continue to be part of a future recommendation.
- Emily moved to delay forwarding a recommendation to V-Cat until after the next Bib Committee meeting, seconded by Maria, motion carried.

ILS functionality requirements for cataloging and records management discussion and feedback

- Katie provided 2 documents, adapted from Milwaukee County Library System, which is currently working through an ILS evaluation and review process.
    - Draft checklist of possible functionality requirements of library software. (Yes/No).
    - Additional questions (Free-form answers).
- These would be sent to vendors as part of an RFI (Request for Information).
- Committee reviewed the documents and added questions specific to our situation, among them:
    - Z39.50?
    - Specific third party vendors: B&T, Overdrive, Gale?
    - Ability to suggest titles? Predictive text? Public side & Staff side?
    - Integration of content enrichment: Novelist, NY Times. API's available?
    - Reports – High Demand, Weeding.
    - Ability to import custom cover images (ex. Storyboxes)?
    - Ability to display Call No. scroll of a specific library.

Minimum required MARC fields for saving non-MARC alert bibliographic records

- Rachel created a guide for evaluating OCLC records, listing the minimum fields required to save the record in our catalog. If no record found meets these minimum requirements, a MARC alert would need to be created.
- Unsure whether this will be used as a training document or (eventual) recommendation.

- Committee reviewed and suggested edits. Rachel will send the edited document out again. Committee members, please DO NOT USE "reply all" when sending responses, email Rachel individually.

Pre-publication on-order records

- Rachel presented survey results, which asked:
  "How far in advance would you like to create a pre-publication bib record for a . . .?"
    Book
    Audiobook
    DVD/Blu-Ray
    Music
- All libraries which chose a time-frame, chose either "3 months" or "6 months" for all categories.
- Katie drafted a recommendation based on the committee's discussion of the survey results. Maria moved to accept the recommendation as written, Emily seconded. A discussion occurred to edit and finalize the recommendation. Maria and Emily moved again to accept the recommendation. Motion carried.

Recommendation on order and pre-publication bibliographic records.

Recommendation:
Bibliographic and/or item records may be created after items have been ordered.

Records for books and audiobooks: up to 6 months prior to anticipated publication.

Records for all other material types: up to 3 months prior to anticipated publication.

Explanation:
If pre-publication records are created too far in advance, holds can expire before patrons have their turn in line for a high demand item.

If an item's publication is delayed or canceled, V-Cat member libraries can notify WVLS staff or the V-Cat Bibliographic and Interface Committee Chair. Existing holds will be handled according to the [V-Cat Holds That Cannot be Filled Guideline](#) and delete the on-order record as needed.

ILS Administrator

- Working on process for dealing with Aspen display issues.
- Aspen API - do we continue with separate process for maintaining Overdrive records in Sierra as well as Aspen, or use Aspen exclusively?
- ILS evaluation & review process is being done per the 2021 WVLS System Plan.

ILS Support Specialist

- Database maintenance tasks which are usually completed 3rd week of the month will be done earlier in December so that libraries can complete cleanup tasks by the end of the year.
- Deadline date for last deletions of the year will be clearly communicated.
- Subject headings project is proceeding.

Request for agenda items   Aspen/ILS/Minimum required MARC fields/Review of Z39.50 Quality Control Recommendation/Pre-pub bibs.

Set next meeting date: Tuesday, October 26, 2021 10:00 a.m. and December 7, 2021 10:00 a.m.

Pat moved to adjourn, seconded by Maria. Meeting adjourned 11:50 a.m.

Notes created by Chris Luebbe, October 7, 2021