

Valley Library Consortium
Minutes of the Database Committee Meeting

February 27, 2014

Present in Person: Sallie Hirschman and Paula Pashak (Bay County); Cindy Hix (Bridgeport); Mary Schultz and Ron Suszek (Midland); Becky Grai (Northwood); Ruth Ann Reinert and Paul Lutenske (Saginaw); Kay Dunker (VLC).

Present Remotely: Sandie Snow (Almont); Betty Gettel (Caro); Linda Hudecek (Community District); Anne Elias (Delta); Yvonne Brown (Lapeer District); Ronnie Jankoviak (MMCC); Jane Himmel (Pigeon); Lynn Deming (St. Charles); Amy Winter (West Branch).

Decisions

J. Himmel made the motion to approve the minutes from the Thursday, December 12, 2013 meeting; motion was seconded by R. Reinert. Motion carried.

Discussions

1. Update from Administrative Council

Sandusky is adding items now. These items are not visible in the database yet. Sandusky (SAN) is on the yellow bands.

Patron/staff ILS surveys are available online. Printable copies are also available. The staff version is more detailed.

2. Database cleanup/Authority control project

All records are loaded! Return to cataloging as normal. Approximately 500,000 authority records and over 700,000 bib records were loaded. A 997 MARS tag will appear on all updated records. Some merged records were unexpectedly reloaded; Kay is cleaning these up. Please report any unusual findings to Kay. Thank you everyone for your patience.

Several authority control issues were reported. Kay will send out reports for problem records.

RDA clarification: no need to update 000 and 040 tags for RDA.

260 tag: Backstage did not update to 264 due to the machine is unable to determine what to change. Any new records you bring in should be updated to 264.

336/337/338: to make entry easier, Kay recommends copy/paste from another record.

3. ILL report frequency

The frequency was changed from six months to three months. It was agreed to return to a six month frequency. Do not override the system's renewals. Let items go to Lost.

4. Updating the Horizon calendar

The calendar affects items such as fine calculations and hold expirations. Please keep up on your calendar open hours and exceptions. It is recommended that at least six months back and six months to a year forward are entered into the calendar. If your location has long circulation periods, then the calendar needs to include longer periods.

5. Masking barcodes on Horizon circulation slips

Some locations include patron barcodes on the circulation checkout receipts. This can be customized. For example, the first ten digits can be masked to display only the last four digits.

6. Review of the Database Standards and Procedures

Our current standards are based on AACR2; therefore they need to be reviewed. The cataloging committee will review the standards and procedures to make them applicable to RDA.

7. In-transit reports

In-transit report (items in transit more than 10 days and less than 60 days): All the locations should search for the items in question: the owning location, the to-location and the from-location

Transit request report: If your location is on the report, either sending or waiting, please take action. 1-look for the item; 2-cancel borrower request (and re-request if possible).

Transit-request status indicates the item is traveling to fill a request

In transit status indicates the item is merely traveling; most likely on its way home

VLC has a procedure in place for items lost in transit – "Items filling requests that have not yet arrived at the pickup location."

Announcements

Erin Schmandt from Chesaning is now the director at Caro. Please be patient with Chesaning as the new staff adjusts.

Midland is going live with RFID, to include self-checkout. Grand re-opening in April once all the renovations are done.

Adjourned 10:44 AM.

Next meeting Thursday, March 27, 2014