

Valley Library Consortium
Minutes of the Database Committee Meeting
June 26, 2014

Present in person: Paula Pashak (Bay County); Cindy Hix (Bridgeport); Yvonne Brown (Lapeer); Mary Schultz (Midland); Ron Suszek (Midland); Becky Grai (Northwood); Paul Lutenske (Saginaw); Kay Dunker (VLC)

Present remotely: Betty Gettel (Caro); Anne Elias (Delta); Jane Himmel (Pigeon); Lynn Deming (St. Charles); Sandie Snow (Almont).

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

Additions to the Agenda: #8 490 series; #9 264 tag

Decisions:

1. P. Lutenske moved to approve minutes from the April 24, 2014 meeting. P. Pashak seconded the motion. Motion carried.

Discussions:

1. Update from Administrative Council
The database standards were approved. Kay will update the VLC website.

ILS evaluation

The survey results indicated that the majority of issues are with the PAC. Therefore, the evaluation is centered on the public side right now. SirsiDynix Enterprise is being considered as a replacement for HIP. Enterprise comes with eResource Central which integrates with Overdrive to include ebook holdings. Enterprise is also capable of integrating with some databases. This feature is in development. Please send Kay a list of non-MeL databases you subscribe to. A final decision has not been made. For now, the Horizon client will remain in place for staff.

2. Election of Chair Elect
P. Lutenske moved to elect Cindy Hix as the new chair elect. R. Suszek seconded the motion. Motion carried by unanimous vote.
3. ILL invoicing
Please see the VLC website for detailed standards. Do not invoice for lost items until you receive the ILL invoicing report. If an item is damaged beyond repair, put the item to lost. This lost item will appear on the next report. If the patron pays for an item, the item will still show up on the report because the report looks at lost item history. When you receive the report, invoice the borrowing library for your items. The only invoicing to do in between reports is that for damaged items, such as a missing disc. When the borrowing library pays the invoice, it is the owning library's decision whether to delete

the item or not. Items will not show up a second time on the reports. Email Kay if you want a report of borrowers who have a credit on their account.

4. Limits in the Horizon client and on HIP using RDA data
Fill out the form that Kay will send out if you want the new limits turned on for your library. You can limit by text (336), volume(338), fiction and non-fiction (fixed field 008). Searches using these limits are dependent upon the items being coded correctly. Use with caution.
5. RDA reports
Approximately every month the RDA records not up standards report is sent out. If an item was not corrected, it will show up on the next report. Please work on these reports. Incorrectly coded records will cause future problems. Please inform Kay of any tweaking you need done to the report.
6. RDA workflows – detailed 33x tags documents
Members found this very helpful. Let Kay know if one of the examples ceases to exist. R. Suszek made the motion to approve the form. P. Lutenske seconded the motion. Motion carried. The form will be on the VLC website under RDA resources. Kay will also send it out to the database and cataloging listservs.
7. Fast adds
Remember to follow fast add standards. TITLE IN ALL CAPS—FA. Incorrectly doing this affects the RDA problems report. Please remind staff of the standards.
8. 490 series
The 490 tag does not have an indicator for non-filing characters. Therefore, if the series has initial articles, patron searching becomes very difficult. Please remove initial articles from your 490 tags. The committee agreed that a report would be sent to libraries attached to bibs that have these incorrect series headings.
9. 264 tag
First printing is not necessarily the publication date. Printing and publishing are two different instances. If you don't have a publication date, but you do have a copyright date, use the copyright date in brackets [2014]. If no other dates exist, use the first printing date in brackets. If you notice incorrect coding, please make the corrections.

Announcements:

Jo is working with libraries to change the user passwords.
The next meeting is scheduled for August 28.

Meeting adjourned at 10:50 a.m.

Minutes submitted by Y. Brown