Valley Library Consortium
Minutes of the Database Committee Meeting
October 24, 2013

Present in Person: Ruth Ann Reinert and Paul Lutenske (Saginaw); Sallie Hirschman (Bay County); Becky Grai (Northwood); Cindy Hix (Bridgeport); Ron Suszek (Midland); Linda Hudecek (Community District); Lee Martin, Kay Dunker and Jo Abbenante (VLC).
Present Remotely: Yvonne Brown (Lapeer District); Lynn Deming (St. Charles); Anne Elias (Delta); Betty Gettel (Caro); Ronnie Jankoviak (Mid-Michigan Comm. College); Jane Himmel (Pigeon); Andrew Sutherland (West Branch).

Chair Yvonne Brown called the meeting to order at 10:04 a.m.

Additions to the Agenda: Adding a 521 tag for DVD's with multiple versions.

Decisions:
1. Ruth Reinert moved to approve the minutes from the August 22, 2013 meeting. Ron Suszek seconded the motion. Motion carried.

Discussions:
1. Update from Administrative Council & Database cleanup/Authority control project
    The Authority control project with Backstage is on hold until Council decides on the Sandusky membership. Inclusion will affect how the project is done.

2. RDA—report from the committee
    The most recent draft of the RDA workflow was emailed to the Database Committee as a result of the RDA meeting held on October 23rd. This is to inform the committee of the progress being made. Right now the documents are being labeled as DRAFTS to avoid confusion with the final document, once that's issued. Please review the draft and post comments to database-l. Kay will document procedures to follow for RDA exceptions; such as, adding GMD and cataloging music CDs as AACR2 records.

3. Records not up to standard-timeline for fixing
    Some libraries had quite a few records, so it was agreed to give a 2 month timeframe to fix. Kay will send the report, the library will have 2 months to fix, and Kay will rerun report again and send out. This might take a couple of cycles before all records are fixed. After the second cycle, the committee may have to deal with the ones that were not fixed in the original cycle.

4. Items in transit report
    Kay will send this report out monthly and include the call number and collection code. This report includes the 'from and to' information which distinguishes it from the RIS report.

5. Horizon Upgrade
    Kay is still working with support on addressing the SMS issues. The Committee can't make decisions until these issues are addressed. Kay will report at the next meeting.

6. Horizon tips
   Horizon has an inventory function. Call Jon if interested. In a nutshell, you scan all or part of the collection using a PC or hand held device, then run a report which shows what is missing or misshelved.
   If you're physically moving a collection or closing a branch, please call VLC who might be able to assist in that process making it easier. If you are closing a branch, please let all the members know.
   If you're looking at new products let VLC know. VLC will also be happy to talk with vendors.
   Reminder- we have training videos on the VLC website.
   Can checkout receipts be emailed to patrons? No

7. Date for next meeting- December 12, 2013.

8. 521 field for DVDs
   Some DVDs have both unrated and rated versions which are not always being reflected on the record. Add a 521 note that reflects both versions. This will be added to the RDA workflow.
   Examples:
   521 8 $aUnrated version;$aTheatrical version: MPAA rating: PG; for some mild language.
   521 8 $aUnrated version;$aTheatrical version: R; for crude and sexual content, pervasive language, and some drug use.

9. Add icon in HIP for Blu-ray
   There were no objections to adding an icon in HIP for Blu-ray. Kay will investigate whether feasible.

Announcements: None

Meeting adjourned at 10:38 a.m.

Minutes submitted by J. Abbenante