Call to Order 1:03 pm by Jodie

Roll Call Present: CMC: Beth Boyson (Secretary), Jan Dawson, Carly Delsigne , Abbi Dooley, Stephan Licitra, Victoria Lowe , Jodie Moore (presiding), Lyndy Parke, Paulette Parpart, Dave Shearer, Laura Tretter , Brooke Weiss.

MSC Staff: Jemma Hazen , Rebekah Kamp , Amy Marchwish, Keiley(pronounced Kiley) McGregor

Approval of minutes: August 21, 2018 with amendments made to roll call, etc. Dave Shearer moves to approve, Victoria seconds. Motion passes.

Introduction of new members/vacancies by Jodie

Welcome to new member Brooke Weiss, Stillwater County Library, Columbus, Montana Medium Public

Vacancies: The two CMC vacancies are in Acquisitions. Perhaps Lewis and Clark Library can participate in May. Jessica Carlson has vacated the Academic Library position. There are a total of six total (tribal Colleges, Yellowstone Christian and Montana Bible College) on MSC. Jessica Carlson works at Bozeman Public Library, but not in cataloging. Alice Kessler is the new ImagineIf cataloger, who might serve in the Acquisitions slot.

Chair’s update [Jodie] The MSC Exec Board met in February 2019. Jodie updated them on what CMC would be discussing today. Data Security was a topic of the meeting. Also the governing and roles of the Exec Board in the MSC was discussed. These meetings last one hour (firm). There is not another meeting scheduled until the Spring meeting, or the week of March 18. There was good feedback about the CMC.

OCLC group services contract will be reviewed in the coming year by Jemma and the MSC.

Systems update by Jemma, Rebekah, Kieley. Jemma reports a few high points: the Unicode conversion webinar is not very long and is gives helpful information. She has password, etc. for it. It will help CMC give Rebecca recommendations for Enterprise customization and alternate script display. Generally the Unicode conversion went really well. It was the second of two migrations – the password change also went well.

OCLC is working with MSC to do a reclamation and cleanup project the 28th-31st of May. There will not be any disruption of cataloging during this event. The holdings will not be lost, there will be no gap in coverage. In September, 90 days later, all the holdings will be updated in OCLC.

A cross-reference report will be updated with OCLC. There are about 100,000 of these records that need to be updated including brief records. There will be lots of outreach to MSC Libraries to help with cleanup of their records by MSC, after those records are collected.

In September, these reports of cleanup will be distributed to MSC members.

The new Help Desk and Knowledge Base for MSC is up and running. This project launched March 1st. As help tickets are submitted, knowledge based articles are suggested in response. Dave Shearer comments that it is easy to use and find things. A history of requests previously made is provided when one signs in.

New Libraries: Lewis and Clark, led by Erin and her crew, will go live in early May. Jemma noticed a shelf full of items that needed original cataloging. She wants to have a party and catalog them. L&C is on the test server already. That transfer was successful.

Rebekah reports that a pilot was launched from the BCA account. We can go into shared reports and find new reports in the dossier. All the data for January and February is included in these reports: sessions, users, My account logins, outbound links, top 500 search terms by users, and info about mobile use.

Unicode conversion and Enterprise – what tags do we want to include in Enterprise? People want to search in their native language. The script title will be included in the display. Do we want it for title? Author? Subject? All? Feedback needed from CMC. Also, this will be a system wide display we need to come to consensus on. A label for the title field is needed. Associated script title seems too technical for the public to recognize. Original language title is suggested. Non-English is also suggested. That might be a loaded term, as would foreign language. Libraries who did the Unicode conversion will be able to display this alternate title. Jemma will look at how other libraries are displaying this. CMC generally likes this display. Rebekah will stick to title, so the results display will not be too crowded.

Paulette asks where the information comes from. Rebekah reports it is the 880 field that supplies this information. If the 880 is blank, then it will not display. The Marc Map pulls the title from there. Rebekah and Paulette will explore the title information fields. Paulette will send some examples of records with these associated title fields to Rebekah.

Enterprise: Fines and surcharges and Paypal. Is there a way to avoid the surcharges for payments? There is a way to set a minimum of payments of $10, which might make a difference Fine free libraries still have to charge for lost and damaged books. Nonprofit status will result in lower fee if Libraries ask Paypal about it.

Acquisition Pilot/Standard Acquisitions Procedures (SAP) Update Jemma reports the pilot is taking longer, the acquisitions policy decisions are in place. The item type by circulation, and fewer home locations, that are not format based, is the best news for MSC. Missoula goes live the week of March 11. In Enterprise and BCA, by March 22, the changes will be made for MSLA. The acquisitions manuals will come out after the go live dates. The SAP manual will be dratted by Jemma this summer. It will be in front of the membership at the Fall meeting. There are no plans for the entire MSC to adopt preprocessing. It requires a certain amount of volume to make it worthwhile.

Abby asks about circulating equipment, which checks out for one day. Jemma says there is a one hour, two hour, one day checkout option. Some libraries limit the number of items that can be checked out, e.g. Five DVDs. One rule on checkouts would be optimal. However, using the help ticket, this can be customized.

SCP Edits: Suggestions, Assign subcommittee to draft changes [Jemma/Jan] Jan is the chair of this committee. Jemma reports that an edit is needed. 007 for LT and 250s for books with CDs has been requested. This would make it easier for people to spot in the catalog as a book with CD and help staff attach to the correct record. The 521 target audience is something libraries would like to see included in all records. There is such a variety of language used in this field, grade levels, ages, etc., that it is not a searchable field.

A subcommittee with a minimum of three is suggested to edit the 521target audience note field information in the SCP. Billings and Bozeman Public report they never edit this field. School libraries use this field, and users ask about them in public libraries. Rebekah uses Harry Potter books as an example. There are multiple 521 fields. The target audience note is varied. How might the CMC standardize that? The note field is not a required tag. When the catalog is sent out for cleanup, that might be an opportunity to add and standardize this field. There is a cost than the Exec Board would have to agree to.

Editing the records with a Book and CD is discussed. Searching for them in the catalog in an effort to change everything in the catalog, is probably not possible. Going forward, if adding the 250 field to books with CDs is included in the SCP, imagineif and everyone else would see this in the 250 field. The circ and public note field is discussed. These fields do not display to the public and apply only to the library that put it there. If a library adds the 250 field, and is unsure that all the holdings have the CD, then the record is wrong. Fixing things retroactively is not generally supported by CMC.

A subcommittee is formed to look at the SCP sections 6.3 and 6.10 and revising the 250 table, clarify the 521, and 526 fields. Jan Dawson will chair this subcommittee. Rebekah is willing to serve and she has experience as a youth services librarian. Victoria will also serve. The third member is Beth Boyson. Recommendations will be brought to the August meeting by the subcommittee. The members who requested this change will be informed about the subcommittee.

Patron Registration Guidelines (PRG): proposed edits [Amy/Carly] Carly & Amy want to format phone numbers, and accommodate third party text and phone answering services. A cleanup of the the phone numbers, which are entered in several dozen different ways. The cleanup will be hampered by the many types of phone number fields.

Currently a capital E is used in the address fields to indicate a patron wants to receive email notifications. Any variation will result in no emails being sent. Usercat4 will provide a drop down to select email. Amy has not turned on this option yet. It will probably be done one library at a time because reports would have to be changed. Open a ticket and MSC will get started. Lewis and Clark has this at present. Their reports do not need to be redone because they are new no have no old reports to change.

Random typographical errors such as adding a 9 or a plus sign in place of a hyphen are corrected automatically in a report run by MSC. CMS has, within their purview, to make these rules for patron registration, Standard Acquisitions Procedures and Standard Cataloging Procedures policy. The CMC votes on it and it becomes policy MSC wide.

Reducing the number of phone fields is something the CMC can make recommendations to the membership about, reach consensus and then vote to make the change. Changing the entire existing system-wide must be done thoughtfully.

A motion to accept the changes to the patron guidelines is made by Victoria. Paulette seconds. Motion passes.

Does CMC want form a subcommittee to look at further changes to the patron registration guidelines? Carly would be the chair. She is not present for this portion of the meeting, so we will discuss this at the next CMC meeting in August 2019. The migration to Blue Cloud Analytics circulation must be considered and prepared for.

Creating Family library cards is discussed. This should be discussed by the CMC before going system wide to the entire membership because it would be a system-wide change that would affect the entire membership.

Active Subcommittee Reports:

Searching Guide Subcommittee: Stephan, Rebekah, Keiley, Jodie - Stephan reports on how patrons search in Enterprise. Reports on searching and search guides for Cataloging, Circ and Enterprise are stored in the knowledge database. Articles are stored there and linked together, so they are not too long. These articles help teach searching in Worldcat and workflows.

A discussion of who manages the content of the knowledge base follows. Who reviews the content? – Conclusion is suggesting how to do tasks, as the Knowledge Base does, serving as an FAQ, does not need to be reviewed by the CMC. The searching guide committee will be retired.

Circ Rules Subcommittee: Amy, Carly, ? – in need of more members! Amy reports that Abby and Brooke are interested in serving. That would make the entire subcommittee Members of the CMC. The entire membership was invited to participate. The goal is to reduce fields and circ rules. A survey of the membership may be ready for the Spring membership meeting.

Five minute break is called by chair at 3:40pm. Meeting resumes 3:45pm

Compliance Intervention [Jemma] There are only four libraries meeting the criteria rules for intervention. One has a special collections, another has an equipment issue. The result is there is only one library with a serious compliance problem. Each library can check their ‘standing' and compliance system-wide in attachment rules by checking with Jemma. Jemma can see the difference that webinar training is making in training.

MLA Technical Services Interest Group/Montana Treasures project update - Laura reports that one year ago, the MLA TS IG got involved in cataloging the unique materials languishing, uncataloged, around the state. Thirty six submissions from several different libraries around the state were collected over the year. Six of these items have been cataloged. Only two were already on OCLC. An end date for this project was not created or decided. MLA has helped publicize this program. A page on the MLA website features this service/program. A program will be held at the MLA conference in April in Helena to teach original cataloging. Paulette comments that the three hour workshop held as a pre-conference at MLA 2018, which taught people how to catalog and properly search Worldcat for the items needs to be grown and continued for several years. Laura says that the items submitted are from all over the state, including one in Missoula. Big Horn and Valier are the biggest submitters. TSIG is doing another program at MLA 2019 for two hours. Jemma will share the statistics with the MSL consultants to promote the program. Jodie asked if the Montana Treasures program can catalog local authors works, in addition to just rare materials. (Yes) Paulette wants to create a business card for this service and insert them into the MLA conference packets. She wants to preserve the Montana history that is unique to rare print materials. A collection of handouts will be made for the MLA workshop to help people with simple tasks, such as deriving records, and using Connexion.

CMC In-service: suggestions for meeting topic [Jemma, Keiley] Suggestions are welcome for what might make a good program for the Fall MSC Membership meeting. Deadline for suggestions is one month prior to the meeting, made to Jodie. There will be a program on Serial control at the Spring 2019 meeting.

New Business

Project Gutenberg titles [Jemma] There are 465 titles on MSC in digital book and digital audio format. These records are not in every library. Only 37 libraries have these in their catalog. This was a onetime offer made to MSC members in 2011. They will be included in the cost share formula as dig-audio books in fiscal gear 2020-2021. Imagineif requests that these 464 records be removed. A widget linking to all the records could be added to Enterprise. (464 titles is a small fraction of the 57thousand total titles available free of charge from Project Gutenberg online.) They are very lightly used, according to statistics collected by Rebekah. Reaching out to all the 37 owning libraries would take weeks. No one is in charge of this collection. The entire Gutenberg online collection is searchable via Montana Library2Go. The links in the MSC records for Project Gutenberg are all broken. Jodie will report at the Spring meeting that the CMC recommends the Project Gutenberg titles be removed from the catalog. Libraries that are interested in continuing to provide access to the complete, intact, curated Gutenberg collection can request a widget be added to their Enterprise home page.

Appointment of Secretary for August meeting -Beth Boyson, Bozeman Public Library.

Announcements - Dave Shearer, Billings Public Library, will not be retiring in summer of 2019.

Adjournment – Dave moves to adjourn, Paulette seconds. Meeting adjourned at 4:40 pm

Next meeting is face to face: Day TBD (August, 2019) in Helena, MontaNA