<p align="center">**Content Management Committee – Montana Shared Catalog**
March 24, 2021 -- Zoom Meeting online
DRAFT MINUTES</p>

Call to Order by Victoria Lowe, Committee chair, 1pm

Members present: Sydnie Tallman, Abbi Dooley, Laura Tretter, Sarah Creech, Paulette Parpart, Carly Delsigne, Lyndy Parke, Kate Lende, Jodie Moore, Dave Shearer, Victoria Lowe, Cara Orban, Rebekah Kamp, Amy Marchwick, Aaron Canen.
Members not present: Eva English, Jennifer Hossack, Beth Boyson, Alice Ebi
Guests present: Laurie Chipps, Jim Kammerer

Quorum is present. Appointment of meeting secretary – Sarah Creech (via meeting recording)

Approval of minutes for 08/20/2020 online meeting – Tabled until next meeting

This will be Laura Tretter's last CMC meeting as her new position is no longer directly related to cataloging. She recommends appointing Laurie Chipps to her vacancy upon approval from the Executive Committee. Victoria agreed. Laura agreed to remain available as a resource to the CMC and Montana Shared Catalog. Laurie is interested in participating. **Action needed: Motion to recommend the appointment of Laurie Chipps as the Special - Museum representative to the CMC. - tabled until the next meeting**

Old Business:
- **Montana NACO funnel coordination:** Laura Tretter wanted to review who would be able to review NACO (Name Authority Cooperative Program) additions for the state since the people who were reviewing them are no longer available. Amy Marchwick acknowledged that we do need a reviewer and a coordinator for this process. In other states it is one person, but in Montana there have been two people because there is not always an original cataloger who works for the State Library. The coordinator would be the MSL staff person and the reviewer of the records would be someone else in the state who has the cataloging knowledge and necessary training. Amy will follow up with academic and special libraries in the state to see if someone has the knowledge and training required to review NACO submissions, as academic libraries are the most frequent submitters of new records for review. All other libraries then benefit from their work. Amy will also follow up on whether the State Library can offer NACO training for CMC members over the summer.

New Business:
- **Functional item types:** Functional Descriptive Categories are when the function of the field is incorporated into the name of the field. The Type dictates circulation rules and would describe how the item circulates instead of the item's physical description. Much of the formatting of the item is re-directed into the item categories. Some libraries have already piloted switching over to the Functional Descriptive Categories. Updated Circulation Rules have already been released to help with hot spot circulation rules. Modular circulation and fine rules are now available for MSC libraries. Functional Descriptive Categories article on the Zoho knowledge base will be updated to reflect the different Types and include the item checkout length, whether the item circulates locally, allows holds or not, and allows renewals or not. The list of Types will be longer but is more uniform in terms of mapping. Libraries are encouraged to switch to these Item Types and move the material formats into Item Categories for statistical purposes. Right now happening on an as-needed basis. So far, the libraries that have been using the Functional Categories have not had any problems with patron confusion from Enterprise listing the circulation information. Most of the ambiguous item types that describe a physical format will be able to be phased out. "GRABNGO" is the equivalent of "14 day no holds no renewal" but patrons recognize "GRABNGO" so that switch may be slower.
    - MSC will do this mapping and switch for libraries who want to change over to this Typing.
    - Question on how this would affect statistics/reports: Item Cat 1 is being expanded to reflect needed physical formats and this switch will help the statistics pull be more streamlined. Statistics would be messy for the year that the change happened, but after that everything would be cleaner. Splitting

between item cat 1 (format) and item cat 2 (age range) is usually more complete and efficient than pulling statistics only by Home Location.
- The icons showing item type in Enterprise would not be affected by this change.
- Home Locations would not be affected by this change.
- In Enterprise the Type would show up under "Item Type" and show the circulation rules instead of the physical description. Under "Status" is the Home Location of the item.
- MSC can put together a presentation on this change to present to the spring MSC membership meeting. A reasonable timeline for this change throughout MSC would be the end of the 2021-2022 Fiscal Year.
- **Jodie Moore made a motion to recommend to the MSC membership that moving the system towards the Functional Descriptive Categories would be beneficial and we consider doing that change over the FY 22 fiscal year. Paulette Parpart seconded. Motion carried unanimously.**

- **OCLC Reclamation Process:** The last OCLC Reclamation was a few years ago and there were over 60,000 items that were put into "staging" at OCLC for review if no matching OCLC record can be found from the SirsiDynix record. This was due to a reclamation during the process. One of the project managers recommended doing a second reclamation to fix those errors. After the end of the FY 21 another reclamation process will occur so it's on the next budget cycle. Some errors are being warded off prior to the reclamation process after MSL staff goes through OCLC Connexion training. A monthly reconciliation is now in place between SirsiDynix and OCLC to insert OCLC control numbers via a cross reference report. Monthly uploads of additions and deletions are streamlined, too. Part of this reclamation will switch out the 035 field with the OCLC number. In the event there are unique items in SirsiDynix that cannot be located in the OCLC databases a cross reference list will be provided back to MSC for review, validation, and resubmission. Brief records will be excluded from this process. The committee is interested in hearing the number of records that are provided back from the reclamation process.
  - Thank you from the committee to MSC for your work on this process to help keep our records clean.
- **OCLC Cataloging Reports:** tabled
- **Montana Library Network Discussion:** Cara Orban presented information on the new Montana Library Network (MLN), which is a restructure of the Montana State Library Network Advisory Council (MSL NAC). This restructure will have an impact on the committees currently in existence. The MSL NAC is looking for people with expertise in many specific areas who can serve on core services groups. The goal is to engage more library staff throughout the state and throughout different areas of expertise to be able to feed more information to the MSL NAC. The expectation is that the restructure would be seated in the next few months and core services group recruitment would happen over the summer. It's not clear what core services groups will be put in place yet. The CMC will likely be reformed and reimagined to be less siloed and concentrated on MSC; there will still be project/error specific tasks that this group will tackle, potentially as a smaller work group and not a full committee. The intention is not to dissolve workgroups that are active and successful in their missions. The MSL Commission will appoint the NAC and is asking for nominations by April 2 for the MSL Commissioner meeting on April 14. The NAC will then establish Core Services and subcommittees. Term limits have not been set for the Core Services Groups or Subcommittees.
- **007 Field Error:** Be aware there is an added 007 field showing up in some records with "tb" for large print, when nothing else in the record identifies the item as large print. If you see one and feel comfortable doing so, please delete the 007 field. Otherwise, send in a ticket to MSC with the item ID so they can edit the record.
- **Authority Records:** Previous discussion about multiple headings and the authority is not combining or reporting them (for example, varieties of "Stephen King" all showing up under the main authority record). Paulette will compile examples of this so MSC can submit to SirsiDynix since MSC is paying for this authority compiling service.
- **Discussion on Vice Chair**: CMC didn't nominate one in the fall and there is currently no Vice Chair. Since Victoria is willing to continue as Chair of the committee the CMC agreed to not nominate and install a new Vice Chair.
- **Dave Shearer is retiring and his last meeting will be the fall meeting. Congratulations, Dave, on your retirement!**

Motion to adjourn made by Dave Shearer. Jodie Moore seconded. Motion passed unanimously and the meeting adjourned at 2:55PM.

Respectfully submitted by Sarah Creech.