Today's Presenter

Keiley McGregor

MONTANA
STATE LIBRARY
A GREATER STATE OF KNOWLEDGE
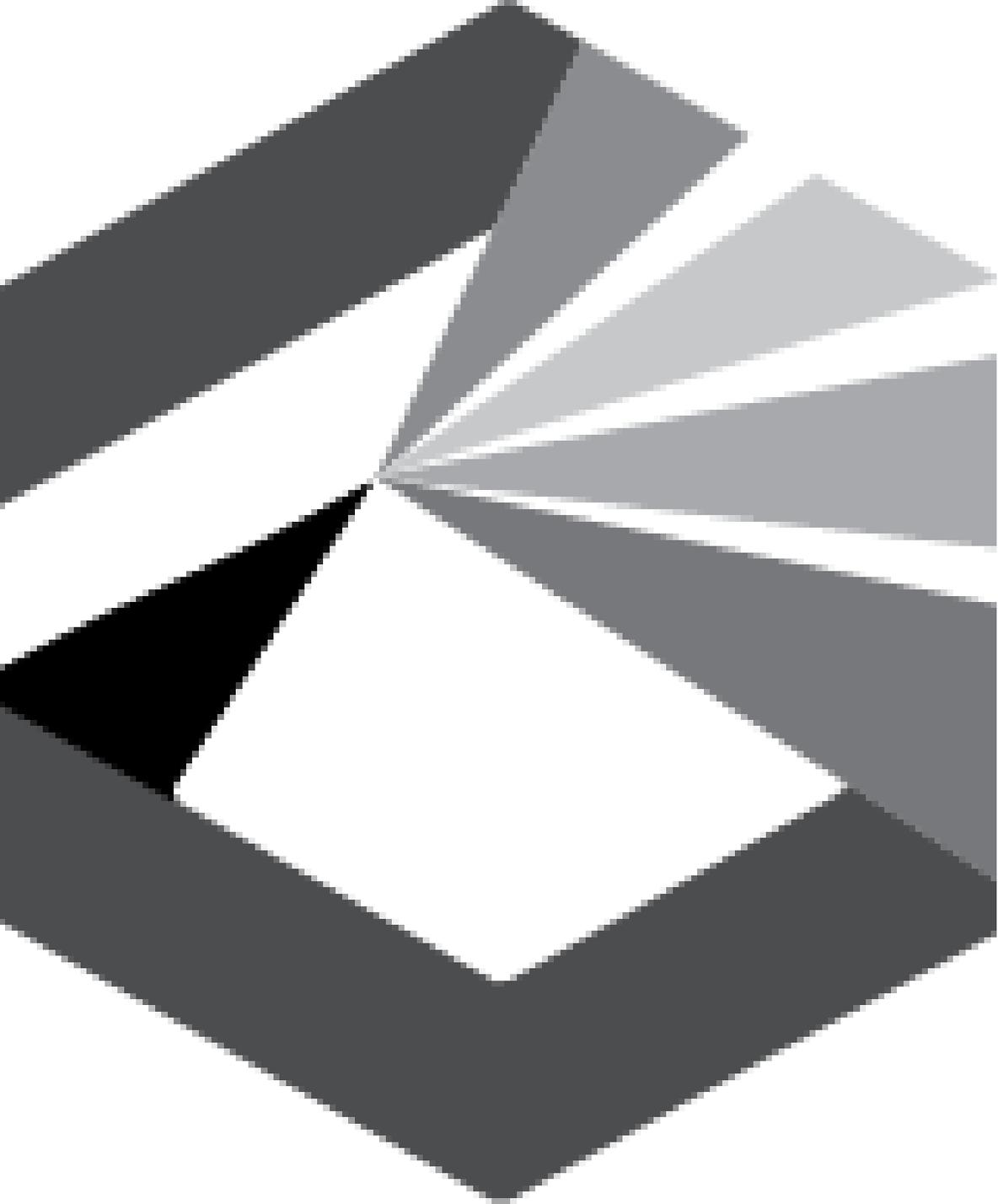
MSL Learn Webinar Series
Montana Shared Catalog Overview
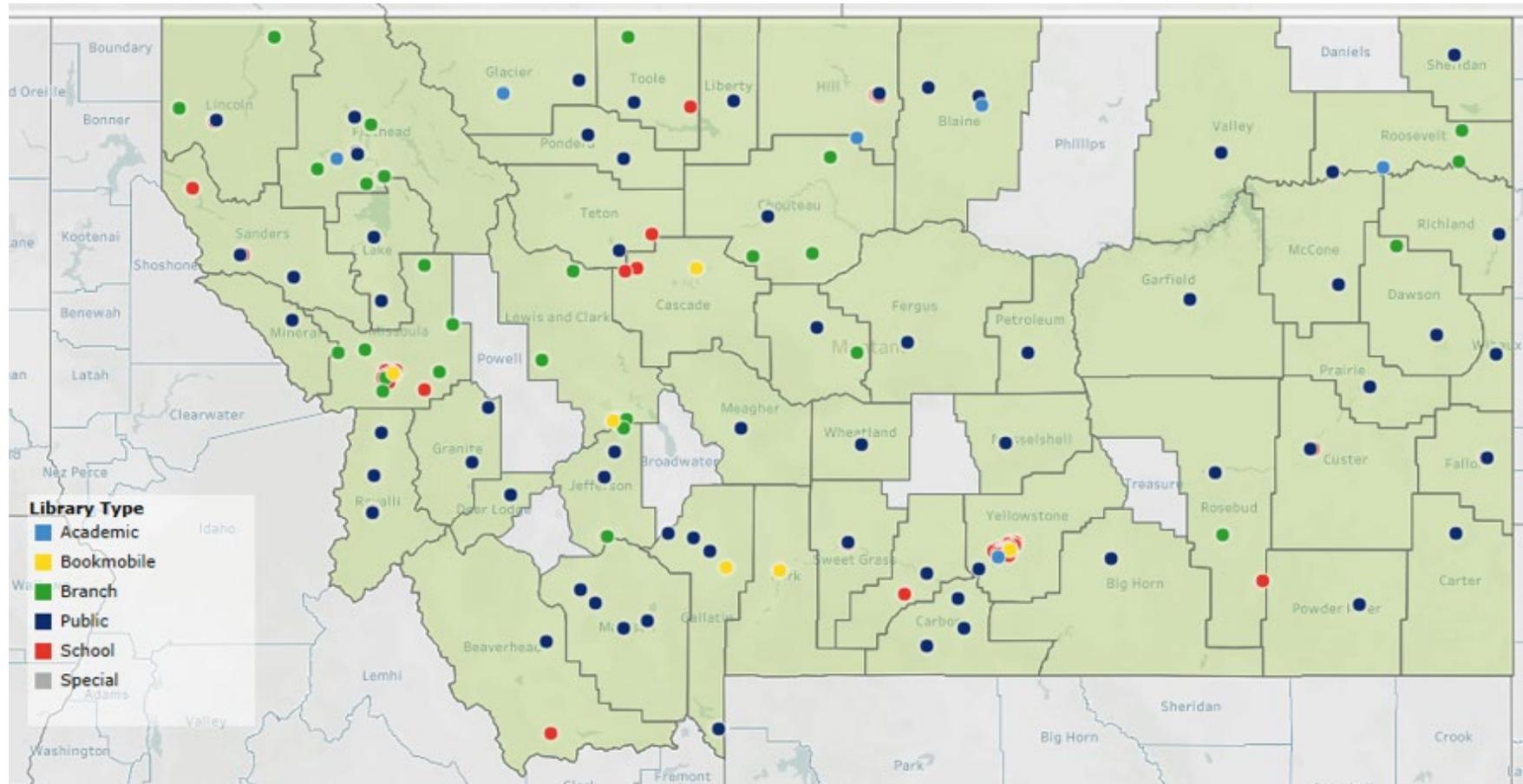November 14, 2023

Today's Agenda

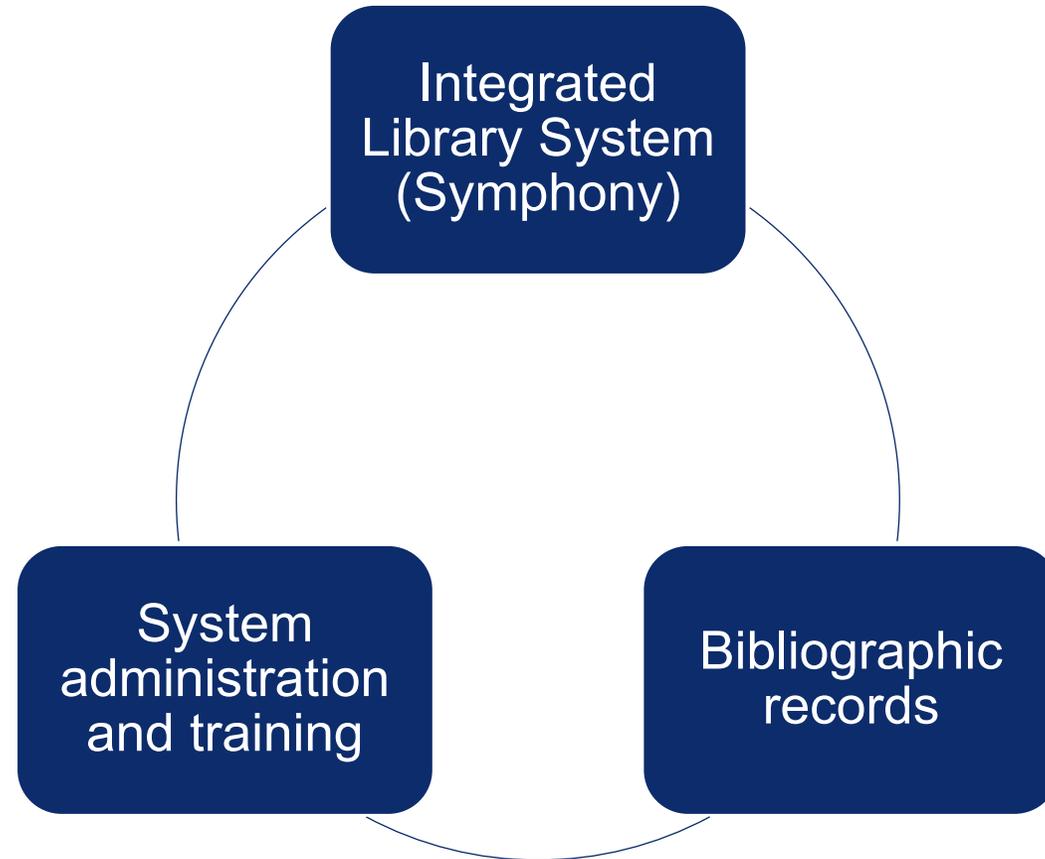What the Montana Shared Catalog Is

What's Shared in the Shared Catalog

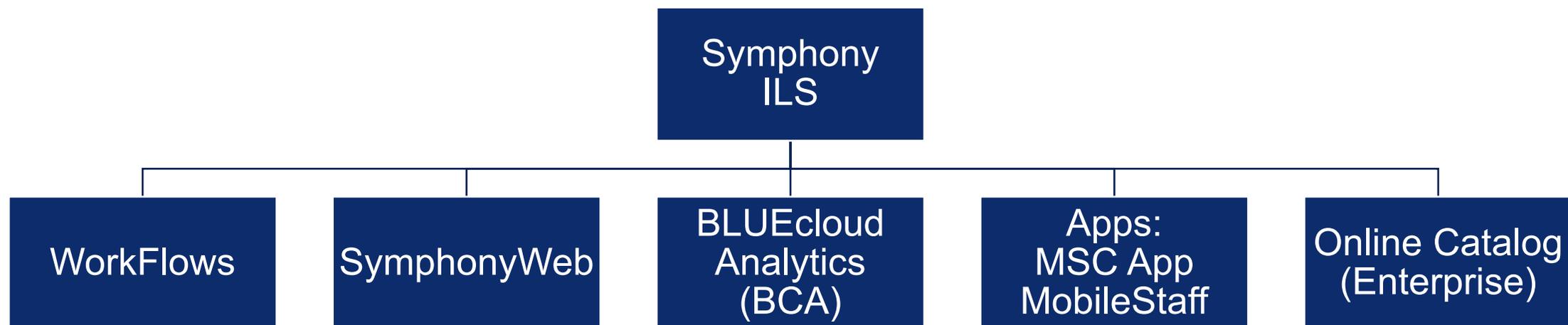What Membership Looks Like

Resources

What is the Montana Shared Catalog?

Library Type
- Academic (blue)
- Bookmobile (yellow)
- Branch (green)
- Public (dark blue)
- School (red)
- Special (gray)

What's Shared in the Shared Catalog?

Integrated Library System (Symphony)

Bibliographic records

System administration and training

1. Integrated Library System: Symphony

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                          Symphony
                            ILS
    ┌──────────────┬──────────────┼──────────────┬──────────────┐
WorkFlows      SymphonyWeb    BLUEcloud        Apps:        Online Catalog
                              Analytics       MSC App       (Enterprise)
                              (BCA)           MobileStaff
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2. Bibliographic Records

3. System Administration & Training

Circulation rules → checkout length, # renewals, etc.

Item policies → item types, home locations, item categories

User policies → User profiles, user categories

System clean-up → Lost items processing, batch changes, etc.

Knowledge Base / Montana Shared Catalog / Administrative/Business

Search articles

Articles Directors Should Read

- Circulation - Choosing Circulation Rules
- Cataloging - Policy Lists
- Circulation - User Policy Lists
- Circulation - Lost Items Overview
- BCA - Catalog Clean-Up Reports

Staff Training

Access training material on WorkFlows, the Enterprise online catalog, BLUEcloud Analytics (BCA) reporting, and more:

- New Staff Landing Page - articles and video tutorials geared toward staff training.
- Knowledge Base - articles and video tutorials answering our most frequently asked questions.

MONTANA **STATE LIBRARY**

System Administration & Training, cont'd.

Cataloging in a Consortium: How Do I...

- Search the catalog?

- Know which bibliographic record is best?

- Attach my item to a bib record?

- Import a bib record that's not already in the MSC?

- Know when to discard an item versus delete it?

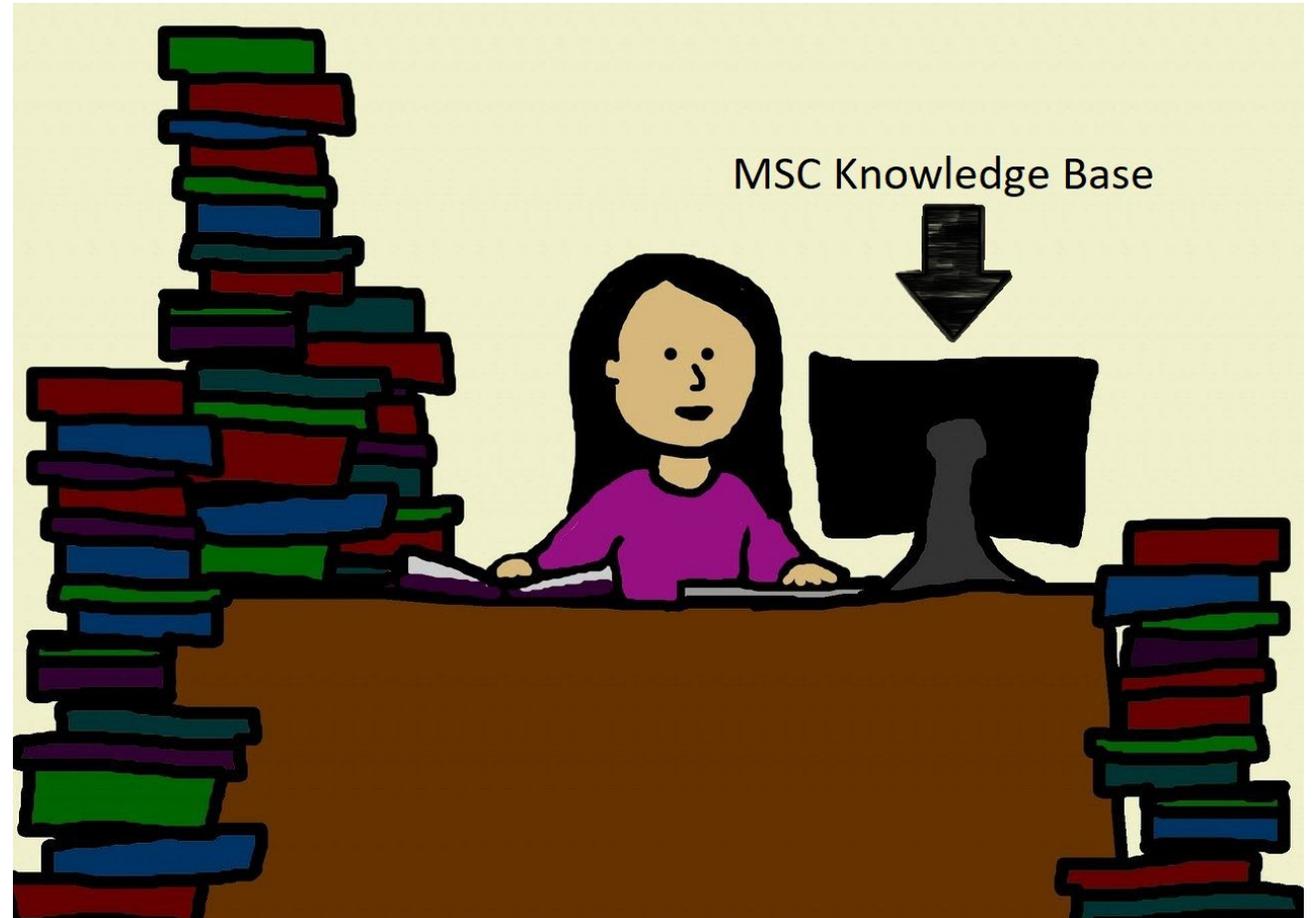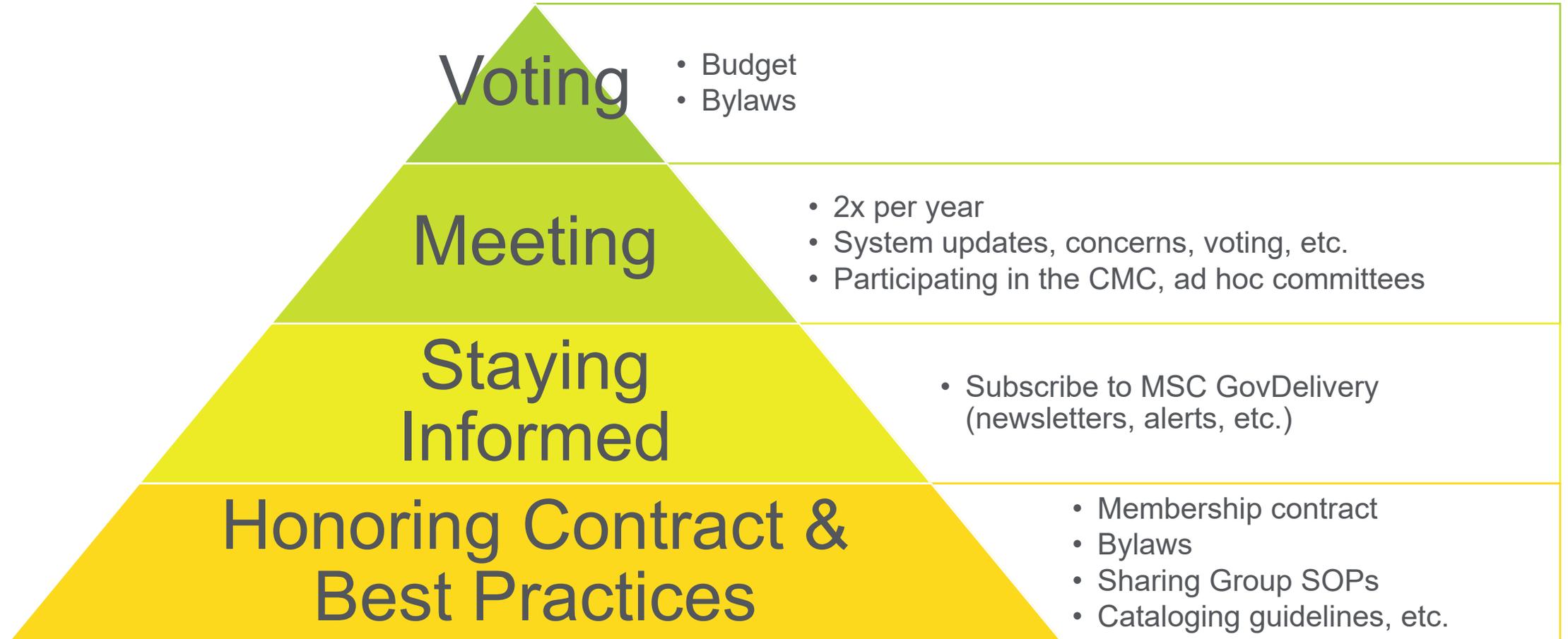- Request original cataloging assistance?

- And more!

Image by PublicDomainPictures from Pixabay

Membership looks like...

Voting
- Budget
- Bylaws

Meeting
- 2x per year
- System updates, concerns, voting, etc.
- Participating in the CMC, ad hoc committees

Staying Informed
- Subscribe to MSC GovDelivery (newsletters, alerts, etc.)

Honoring Contract & Best Practices
- Membership contract
- Bylaws
- Sharing Group SOPs
- Cataloging guidelines, etc.

Resources

Information and News Sources

- MSL Website
- MSL Newsletters
- MSL Help Desk
- ASPeN Events Calendar
- MSL Learn
- MSL YouTube Channel
- Email/call any MSL staff member

MSL YouTube Channel

- Look for the MSL Learn Webinar Series Playlist

- Access new recordings

- Subscribe!

What's Next?

MSL Learn Webinar Series

Tiny Tech Training

Montana History Portal: Ordering Reproductions/Tagging and Recollections

November 28

10:00 a.m.

Library Districts

December 12

10:00 a.m.

MSL Evaluation Survey

Keiley McGregor
MSC Trainer
Questions? Please [open a ticket](#)!