

Online Quality Committee Zoom Meeting
January 30, 1:00 pm - 2:30 pm Mountain Time

a. **Meeting was called to order at 1:00pm.**

1. **Roll call –**

Present Chair / Region 1 – Susan Centrella (2025) – scentrella@tclib.org

Present Region 2 – Leslie Tribble (2023) – ltribble@parkcountylibrary.org

Present Region 3 – Sara Kuhbacher (2025) – sara.kuhbacher@campbellcountywy.gov

Present Region 4 – Libby Ngo (2025) – libbyngo@caspercollege.edu

Absent except for last 5 mins. Region 5 – Kennedy Penn-O’Toole (2022) – kpennotoole@acplwy.org

Absent Region 6 – Michelle Krmpotich (2023) – mkrmpotich@sweetwaterlibraries.com

Present WSL Representative – Shantry Miller – shantry.miller@wyo.gov

2. **Libby made a Motion to approve minutes from Jan. 5th mtg; Leslie seconded.**

3. **Follow-Up from November Meeting.** (See Follow-Up from 11/28/22 Meeting email from Shantry).

We discussed the definitions for “merge” that Shantry presented and decided on #2.

2) The process of transferring holdings (call numbers and items) with the result of eliminating a bibliographic record. Can also apply to the process of transferring items with the result of eliminating a call number.

We updated the definition in the Cataloging Standards glossary. We also checked each instance of the words "merge" and "transfer" throughout the Standards to make sure they were being used correctly and made changes as needed. We are setting aside time during a future meeting to go through the Freshdesk articles that use these terms to make sure they are being used correctly."

4. Updates from Shantry from November discussion:

- The **020s** showing up at the bottom of the bib records are not coming from OCLC. Katie is going to look at the Template settings for Acquisitions to see if that’s the problem. If it is, she will fix that and Shantry will report back.
The 3xx fields showing at the bottom of records may be due to fields being appended, rather than added in the correct position. The 260 field showing at the bottom of records may be due to the order of the entries in the cataloging configuration in WorkFlows. The entries will have to be fixed by SirsiDynix. Shantry said she found some more undefined fields like the 386 field we talked about during our last meeting. We will

talk about them at a future meeting before the WYLD office asks SirsiDynix to reorder the entries. After the Acquisitions template settings are checked and SirsiDynix reorders the entries, the WYLD office plans to ask SirsiDynix if there's anything else they can do to help put fields in the correct order in existing records. (040s may always be out of order as OCLC intentionally puts them out of order).

- The local subject headings are in Freshdesk. We decided to remove a few based on the way they are used. They don't need to be local subject headings at this time. Shantry will update the Freshdesk article.
5. **Discuss and review edits on Cataloging Standards (Appendix H & I)** – updated the skills checklists to have a link to the Freshdesk article. We added a minimum cataloging requirement: knowing which subject headings to retain or remove.
 6. **Share suggested resources to update the list in Appendix G.** – Updated resources. Shantry will combine all resources and keep the links separate.
 7. **Any issues with the way items are displaying and/or any solutions?** – Discussed Aspen and how items are displaying. Staff need to be trained that they need to dig deeper to find their own terms. We will look for examples of titles with differing reading levels and fiction/nonfiction so we can discuss this further.
 8. **Confirm future assignments** – Take an overall look at the organization of the Standards. Come prepared to discuss what should be moved or grouped differently. We will discuss this during our next two meetings.
 9. **Confirm next meeting** -- We will meet two times in February to make sure there is enough time for formatting the updated Cataloging Standards prior to sending them to the Governing Board for approval. The Governing Board needs to approve them before they are sent for approval at the WYLD Annual Business Meeting. Our February meeting times will be Monday, February, 13 at 1:00 pm and Monday, February 27 at 1:00 pm.
 10. **Sara made a motion to adjourn the meeting and Kennedy seconded.**
 11. **Meeting adjourned at 2:35 pm.**