

Meeting minutes
Online Quality Committee Zoom Meeting
October 26, 2023 1:00 pm - 2:30 pm Mountain Time

1. Call meeting to order 1:03 pm.

a. Scribe: Susan

2. Roll call –

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

Present / Region 2 – Leslie Tribble (2024) – ltribble@parkcountylibrary.org

Present / Region 3 – Sara Kuhbacher (2024) – sara.kuhbacher@campbellcountywy.gov

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

Absent / Region 5 – Kennedy Penn-O’Toole (2026) – kpennotoole@acplwy.org

Present / Region 6 – Amber Newell (2026)- anewell@sweetwaterlibraries.com

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

3. **Motion to approve minutes from September 26th meeting.** Amber made a motion to approve the minutes and Leslie seconded.
4. **Update to terms to better stagger turnovers (Follow-up from August meeting)** We discussed the options we had to work on staggering the turnovers on our committee. We decided to go with the option that has Leslie’s term ending in 2024 (she’s retiring). Her replacement will be signed up for a 3-year term ending in 2027. Sara agreed to have her term end in 2024. This gets us on the correct rotation in 2024 that will have 2 people’s terms ending per year.
5. **Blood Pressure Kits** There are several records for the Blood pressure kits in our catalog. We discussed whether or not we can combine these which will make gathering statistics on them easier for the entity that is tracking that. Shantry will pull some information from existing records and we can have a discussion about it next month.
6. **020 fields with subfield z and 776 fields** It came to Shantry’s attention that some library/ies are deleting these two fields when importing the records over to our catalog but there is no documentation saying to do so. The 020 subfield z is for invalid or cancelled isbn’s. The 776 field is for other versions of the cataloged item, such as the ebook version or print version. We discussed this and decided that we would like to have those libraries stop deleting these fields. It is very important, when bringing records over from SmartPort, to make sure to check the 300 field to confirm that it matches the item in your hand. Some are getting a match on the isbn however not looking further down the record to make sure it is in the correct format. Shantry will send an email out to tecser list.
7. **Encoding level 8** Discussed how we are improving CIP (Cataloging in Publication) records. The WYLD Cataloging Standards have specific instructions (see pages 13-14) to follow. It is always best, when encountering a CIP record, to first look for a complete record to overlay it. We will add that to the Standards during our next review.

8. **521 continuance of trial.** The five of us are on the same page with this. We are going to continue to delete all reference to audience IF it is not found physically on the book. The Lexile, AR and Guided Reading levels will stay but all others will be deleted unless that information is found on the book. We are going to wait to hear from the two absent members on this before finalizing.
9. **Ad Hoc Committee for Spanish Translations in Aspen – Did we get anyone?** We had one person respond to the Tecser list. It was decided that we should widen the net. Susan will e-mail WYLDNews next.
10. **Library-Specific URLs (continued from last mtg). Any updates?** Shantry started working on this and was able to contact all the libraries which have Marc holdings with a library specific URL on them. If the URLs were no longer needed, they were deleted. If they are still needed, they were moved to the bib record. Next step is harder as we have to separate out the physical items from the electronic ones so the electronic ones can be shadowed and sideloaded. Shantry will have another update next month.
11. **Status report - On overlaying non-English records project.** We are down to 303! Some libraries have much more than others but it is steadily decreasing. Susan asked about easier ways to address these and Shantry's preferred method is to have libraries fill out the Original cataloging request form found on Freshdesk and include scans for her to create the records, IF a record can't be found to overlay.
12. **Confirm future assignments.** Look at Blood pressure kit records so you can see what we are trying to combine. Also, continue with the 521 work.
13. **Confirm next meeting.** Next meeting will be Thursday, November 30th at 1:00 pm.
14. **Adjourn Meeting.** Meeting was adjourned at approx. 2:10 pm.