

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

1. Call meeting to order 1:00 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@campbellcountywyo.gov

Present / 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 October 26th meeting. Sara made a motion to approve the minutes and Leslie seconded.

4. Blood Pressure Kits – Continue discussion. Shantry shared what she found when looking at our records for the Blood pressure kits. We walked through the record she created which included all the parts that were in common. We had some discussion and agreed on a final record for everyone to share. There was discussion around whether to utilize a Public Note field for library specific information OR utilize 500 fields for each library. Decided to go with the 500 fields due to the way the public notes show in Aspen. Shantry is going to transfer all the holdings over to the first created record using a 001 WYLD code and each library will be responsible for including their library specific information in a 500 field just like what we do for our book club kit records. Shantry will send this information to the tecser list.

5. 521 Continuance. Heard from one of the members absent last time and she is fine with our plan to continue to delete all reference to audience in the 521 fields if it is not found physically on the book/item. The Lexile, AR and Guided Reading levels will stay but all others will be deleted unless that information is found on the book/item. We will use the |b to indicate where the information was found. This confirms that it is physically on the item. Example: |btitle page of WYLD copy. Susan will reach out to Kennedy to get her thoughts on this. If she is also fine with this plan, the committee would like everyone in WYLD to begin handling the 521 fields this way. If this is the case, Shantry will send an email to the tecser list asking everyone in WYLD to begin doing it this way. **UPDATE: Kennedy agrees with the plan.**

6. Update on Ad Hoc Committee for Spanish Translations in Aspen. The following individuals have volunteered to sit on the Ad Hoc Committee:

Conrado Saldivar from Natrona County, Kimee Wilder from Albany County, Abby Rowsell from Laramie County, Maria Wenzel from Carbon County, and Alessandra Sandron from Park County. Shantry will email members to set up meeting times. Susan will add Update from Ad Hoc Committee to future agendas.

7. **Outstanding URLs** – there are 138 library-specific URLs in 856 fields. The ones that only have an electronic item attached need to be online resource records. The ones that have an electronic item and a physical item attached need to be separated into two different records. Shantry will look at the electronic ones first.
8. **Status report – On overlaying non-English records project.** We've gone from 303 records at our last meeting down to 221 records. Hoping to be under 200 next time we meet.
9. **Discuss the need for libraries to be more careful about how they class their materials in Item Cat 2.** Aspen looks at the item cat 2 when determining the audience level, which also affects many browse categories. This can become a problem when someone mistakenly chooses Juvenile in item cat 2 for an adult item. Shantry will email the tecser list to remind people to be careful about what they're selecting in item cat 2. The OQC members are going to go through their own collections to correct any errors. (Shantry will email the committee with our libraries' reports). Once we've had a chance to see the amount of work involved the committee will discuss how to approach this issue with other libraries.
10. **Confirm future assignments.** Investigate and fix our item cat 2 problems by looking at the reports Shantry sends us.
11. **Confirm next meeting. Due to the holidays, our next meeting will be Thursday, January 25th at 1:00pm.**
12. **Meeting adjourned 2:00 pm.**