CAUG Meeting Minutes
11 May 2015
Alice Moulton Room, Gerstein
10 to 11:30am

Present: H. Rashid, J. Mason, Elisa Sze, Susan Williams, Jordan Hale, Annie Ten, Lisa Andrews-Attwater, Alastair Boyd, Marlene van Ballegooie, Kate MacDonald, Mary Jaques, Fabiano Rocha, Wendy Li, Ravit H. David, Juliya Borie, Dong Xia Wang

Agenda approved.

Business Arising from the Minutes
- Alastair provided some clarification regarding the inclusion of GMD in bibliographic records.
- When GMD is part of the title, the records appear as separate items
- Records created according to the RDA format do not have GMDs due to the existence of 3XX fields
- Some libraries are programmatically inserting GMDs in RDA records
- As many records are already missing the GMDs in our catalogue, there is no point in going back and changing them
- Facet is what will be used to limit results to particular formats
- If the records are created in AACR2, GMDs should be included for the sake of consistency
- If the records are created in RDA (as some non-central libraries may be doing), use 3XX fields instead of the GMD
- If one is deriving an RDA record, DO NOT add the GMD

Upon the above mentioned discussion, the minutes of the November 2014 meeting were approved.

Updates on the YBP (Alastair Boyd)
- Both UTM and Robarts have been experiencing problems with YBP’s records
- Selectors at Robarts decided to switch vendors from Coutts to YBP, and shelf-ready titles started being received as October 2014
- Records that are purchased from YBP are programmatically matched via ISBN with the most complete records available in OCLC at the time of the purchase
- Ideally, as records become upgraded in OCLC, such revisions will be reflected in our catalogue once batchloads are executed
- One major problem occurred when YBP formatted the call number spaces and periods incorrectly, resulting in the records being displayed out of sequence.
- Maks Okrasa is currently reloading those records. In the process, he is trying to not affect the holdings of other libraries
- It is advisable that any cataloguer who comes across records without periods and extra spaces to take the time to fix the record before finish processing
- YBP UK are particularly problematic and require further monitoring

New PRECAT location (Alastair Boyd)
- Robarts envisions to eliminate (or dramatically reduce) the backlog by creating preliminary records for all items received
Benefits include allowing users to view materials and place requests for rush cataloguing and accountability of the existence of purchased items

Copy cataloguers (mainly GSLAs) used to conduct a sweep and put the unfound items back in the backlog shelves to be searched again in the future

With the new PRECAT workflow, anything that exists in WorldCat (including vendor records, National libraries’ records) will be brought in

Materials that require an original cataloguer’s expertise to finish the processing of the record will be placed back on the shelves and assigned the PRECAT location

It is imperative to pay attention to the chronological aspect of this workflow, as we would like materials to be readily retrievable

Date Catalogued will be set as NEVER

If non-Robarts cataloguers come across the record in SIRSI, feel free to upgrade the record

This is NOT a repetition of the brief listing, as all materials will remain on the 6th floor

Materials with the PRECAT location will have the following message in the public catalogue:
  o In-process; may be requested

Requests should be encouraged to give the Cataloguing Department a sense of priority

Hopefully ITS will be able to implement the RUSH Request button function in the near future

The new home location PRECAT is used for preliminary records created only by ROBARTS cataloguers for books available on the 6th floor; hence, requests for rush cataloguing should not affect other libraries.

Currently, there are about 200 records with the PRECAT location in the system; hopefully significant progress is observed by the end of the summer

LCAUTH alternative (Alastair Boyd)

- The LCAUTH alternative program will remain available
- Direct connection to the LC Authorities; not the commercial version that we normally use
- Keep in mind that a search for Names will only retrieve Personal names but fail to retrieve conference and corporate names

Low Barrier Metadata Creation Project (notes provided by Marlene van Ballegooie)

- As another component of this PRECAT project we are now going to start work, in collaboration with UCLA, on a project to create a web application to help us work through those backlog items that do not have any copy within the OCLC database.
- The idea is that we create a simple, yet functional, web form that would allow student workers to not burden themselves with having to know MARC coding to do preliminary cataloguing work. Instead, they would be presented with a web form that is based on the elements, rather than the coding.
- So, data can then be entered into the system in a non-MARC format and the subsequently this data can be pushed through to SIRSI and to all other places that the data needs to go.
- Another component of this project – one that is of great interest to UCLA, is the use of this tool in the description of their locally created digital collections.
- If you think about it, the work we do with digital collections on the 7th floor is fundamentally not different from the work on the 6th floor. We are all creating descriptions of things for end users access
- By divorcing ourselves from inputting data directly in MARC, there is potential that this tool can be used by multiple groups
We are just at the beginning states of this partnership with UCLA. We had our first real meeting at the beginning of April; now working on the functional requirements for the application, which we hope to have settled by June 1. Then, we need to do the technical specifications for the application by July, and we hope to get programming sometime in September.

EIR Clean-up (notes provided by Marlene van Ballegooie)
- We have a project going to clean up a lot of our legacy electronic resource records within the catalogue. When we did the migration to Serials Solutions, we were able to get the data into the new system, but the one component that we didn’t have time to address was all of the legacy records that combined print and electronic data.
- Jen Robertson, who is very skillful with Excel spreadsheets, is now going back and comparing the old EIR data to the Serials Solutions knowledgebase. And for those items that are now represented in Serials Solutions, Jen is providing Marlene with the data, so that Marlene can do some MARC surgery and get rid of EIR links and associated data related to the e-resource. This will be very helpful for us that do e-resource management as many of the problem reports that come through is associated with these old EIR legacy records.

Downsview Serials Metadata Enhancement Project (Juliya Borie)
- The project Downsview 5 consists of: Toronto, McMaster, Queens, Ottawa and Western.
- The incomplete records lacking OCN, LCCN, ISSN cause great confusion
- Pre-1985 records used different standards
- With an OTO funding, 3 students were hired to identify inconsistencies in the records and upgrade records by adding LCCN, OCN, ISSN whenever available
- “Some volumes located in Downsview” public notes added to records to clarify location
- Mainly central libraries, some from Scarborough and Inforum
- Funding for this project has been extended
- Also taking advantage of the TALINT Internship program with the iSchool
- According to the review, about 500 titles did not have appropriate upgraded records with the succeeding entries

Training Subcommittee Update (Kate MacDonald, Juliya Borie)
- Most visible change was formatting the page in two columns as opposed to modular
- Studies show that students do not pay attention to tabs on webpages
- There have been over 2000 views since the LibGuide was created and published
- “Staff” entry under the Subject Guides is no longer available
- Staff Intranet was considered as an alternative place for the link, but not all cataloguers use it
- There is a link to the guide in Alastair’s signature
- New website makes it easy to find departments
- Kate will check how much storage space is available for uploading PDF files
- Guide can be found at http://guides.library.utoronto.ca/cataloguing

Summary of Responses on the Future of CAUG meetings (Kate MacDonald)
- Survey conducted in February 2014
- In general, people are appreciative of the CAUG meetings
- No one indicated they would like the meetings to be longer than 1 and a half hours
- Suggestions to have presentations of projects initiated by cataloguers
James Mason suggested to expand the definition of cataloguers to include metadata/ digital humanities

Have someone from the ITS to attend the meetings and give updates on ITS ongoing projects; there is a value in knowing what ITS is working on

Next meeting

Next Meeting: Monday September 14, 2015 – the first Monday of September falls on Labour day this year, so the next CAUG meeting will be the second Monday in September, Alice Moulton Room, Gerstein, 10:00 am – 11:30 am.