1. **Agenda**
The agenda was accepted with one addition (see #3 below).

2. **Minutes**
The minutes from the October 3rd, 2016 meeting were approved.

3. **Introduction**
Jennifer Browning was introduced as the new metadata librarian for electronic resources.

4. **Update on RDA Training & Implementation across UTL**
Juliya Borie reported that we are on target with RDA training. About 35 staff attended three separate sessions on copy cataloguing using RDA. Other staff attended multi-day workshops on original cataloguing using RDA. The workshops were conducted by trainers who had attended “Train the Trainer” sessions conducted earlier in the year by Chris Oliver from the University of Ottawa. Training is still to be arranged for the hospital libraries and for cataloguing of special formats. A FAQ is being compiled for those who have completed the training.

5. **Update from ITS**
Bilal Khalid reported on some of the updates to the catalogue that have happened in the past year, including the following:
- display for the number of concurrent users allowed for electronic resources added, mapping for RDA,
- display of records with one hundred or more holdings across the system has been fixed
- Relevancy ranking improvements for electronic journals

Projects to be completed: preparation for an OCLC reclamation, and relevance ranking improvements, especially for online resources.

- Continued work on improving relevancy ranking of catalogue search results for print records.
- Shelf Browse: not updating current information on holdings status from Sirsi; also not showing e-books in the display.
- Upgrades to the catalogue server
- Adjusting the holdings sort functionality for journal records to include date and A-Z options
- Improving the bibliographic export for programs such as Zotero and RefWorks
- Autocomplete feature for searching the catalogue

There was some discussion on how cataloguers can give input on what projects are given priority.

To submit catalogue related issues in the OPAC: to submit new issues use the “Share your feedback” function on the UTL website (bottom right hand corner).

6. **Discussion and questions on RDA**
   An informal discussion was held about the transition to RDA. Following are some of the points that were discussed:

   What is the best way of working with or adding 33x fields when not working with a template? (e.g. for formats other than books for which there is currently no template).

   - The 33x fields do not configure properly in SIRSI and you have to use a workaround.
     - Option 1: Use a different record that has the appropriate 33x fields and duplicate it (make sure to take out fields that pertain specifically to the record you duplicated)
     - Option 2: Create a 500 field, paste in the first line of correct 33x information and then change the 500 tag to a 33x field. Repeat for following 33x fields.

   500  |atext|btxt|2rdacontent – Change the 500 to 336
   336  |atext|btxt|2rdacontent – Once changed to 336 field becomes uneditable in Sirsi.

   - Do order records need to be in RDA? No, order records do not need to use RDA.

   - Mixed media with two sets of 33x fields do not display both sets in the OPAC. Should the 33x fields be converted to a GMD? Alastair will check into the PCC guidelines on this point, but no a GMD should not be used as this information is not used to determine the display of specific formats in the public catalogue. Format information is taken from the fixed fields.

   - There was related discussion on the need to clarify policy on GMD use in the catalogue and to determine how the needs of libraries that still use GMDs can be met if there is a point they will no longer display in the catalogue.

   - When is something a work, expression or manifestation and how does that play out in the catalogue record? The suggestion is to ultimately do what is most helpful to the user, and that most often you are cataloguing at a manifestation level.

   - How should training happen for special formats cataloguers?
Preliminary conclusion: Now that most people have received the training on RDA foundations, looking for volunteers who specialize in cataloguing particular formats who will develop some training materials or sample records and present at a future CAUG Meeting.

Volunteers for special formats.
  o AV cataloguing: Joan Links & Remi Pulwer
  o Rare and Special Collections: Kate MacDonald & Liz Ridolfo (coordinating a subcommittee to come up with recommendations).
  o Map cataloguing: Jordan Hale
  o Music: Alastair Boyd, Kyla Jemison, James Mason

7. Other updates: Marlene van Ballegooie confirmed they had addressed the issue of subject headings with |e relator terms not validating properly in Sirsi even when using an authorized heading; if you still see subject headings with relator terms that do not validate (and it you’ve checked that it’s an authorized heading) please flag them for her.

Next CAUG meeting dates:

Monday March 6, 2017 from 10:00-11:30
Monday June 5, 2017 from 10:00-11:30