RSA Database Committee Meeting Notes
Friday, May 19, 2023
9:30 – 12:00 pm

Participants: RSA Member Libraries

Chair: Jennifer Williams, Normal Public Library

Location: Virtually via Zoom

Helpful meeting links:
- Agenda:
  https://support.librariesofrsa.org/wp-content/uploads/2023/05/Agenda_Participant_DB_Mtg_2023-05-19.pdf
- Presentation slides:
  https://support.librariesofrsa.org/wp-content/uploads/2023/05/Slides_DB_Mtg_2023-05-19.pdf
- Recording:
  https://youtu.be/eBev0I8bKnY

1. Introductions (*E. Laughlin*) <mark>Time in recording: 00:00:16</mark>
   Trivia question: What beautiful and brightly colored flower can you add to a spring salad because its petals are edible?
   Answer: The daisy!

2. Updates:
   a. RAILS Cataloging Services *(N. George)* <mark>Time in recording: 00:04:24</mark>
   Updates on cataloging services from RAILS:
      RAILS provides diverse cataloging training opportunities for members. The link to cataloging training on the slide is not updated, it should be done in a week or two.

      The Bibframe Training Course that was offered in April is now in the CE archives: https://railslibraries.org/education/archives. You need to log in to watch the training series.

   Upcoming cataloging training:
      A six-week Moodle training course on MARC will be offered in late summer. This course has been extended from a four to a six-week course to allow for a more comprehensive and in-depth training experience.

A Moodle course on Cataloging Monographs using RDA will be offered in late fall. This course will give valuable insights and practical knowledge in cataloging monographs.

RAILS is planning to offer a webinar on DEI aspects in cataloging or World Language cataloging in November.

All training will be listed on L2.

Please contact Nincy George for further information or training suggestions: nincy.george@railslibraries.org.

ILA conference:
This October, there will be a session on free cataloging resources and tips by Nincy for those with little to no cataloging background, or those without access to subscription cataloging services. Nincy will cover the basic concept of library cataloging and identify free resources and tips for cataloging.

Cataloging courses:
RAILS continues to develop new courses and revise the content of existing courses. Please reach out to Nincy if you have suggestions for cataloging courses you would like to have RAILS offer.

RAILS plans to send out different surveys to members to assess their offered trainings and presentations on various cataloging topics. Please respond to the surveys so RAILS can understand your training needs and how they can develop new courses and revise the existing ones.

RAILS World Languages Cataloging Services Program:
They have cataloged items in 19 different languages and have cataloged 610 items so far. There is no limit to the number of items that can be sent in, and there were more than 200 items sent in April.

World Language Cataloging Services Program can be found at https://railslibraries.org/catalogs/cataloging-services

RAILS Cataloging Training & Resources can be found at https://railslibraries.org/catalogs/training

b. Cataloging Maintenance Center *(E. Roberts on behalf of P. Thomas)* Time in recording: 00:15:53
The CMC has continued working on the PrairieCat and CARLI cleanup projects. They have also uploaded oral interviews, printed documents, and photos to the Illinois Digital Archies for various libraries. Most of the staff have completed NACO training, and libraries can send names and titles without authority records to the

CMC for them to create authority records. The staff had a booth at the Reaching Forward South Conference and continue to catalog World Language records.

Starting this fall the CMC is offering a new "focus on" 2-week cataloging series as well as their Moodle courses and Online with the CMC webinars.

Upcoming Moodle training for 2023:

Cataloging Basics, June 19, 2023, through July 30, 2023.
Register for Cataloging Basics

Cataloging Basics, September 11, 2023, through October 22, 2023.
Register for Cataloging Basics

Upcoming Focus On training for 2023:

Focus on Serials Cataloging, Oct. 30-Nov. 12, 2023.
Register for Serials Cataloging

Focus on Deriving a Record, Nov. 13-24, 2023.
Register for Deriving a Record

Focus on Cataloging Binge Boxes, Dec. 4-17, 2023.
Register for Cataloging Binge Boxes

Upcoming Online with the CMC sessions:

Online with the CMC: Reading the Past: Reading Historical Handwriting
Thursday, August 10, 2023
Register on L2

Online with the CMC: A Quest to Assemble: Cataloging Board Games
Thursday, September 14, 2023
Register on L2

Online with the CMC: Stump the CMC
Thursday, October 12, 2023
Register on L2

Online with the CMC: Constructing Our Past: Cataloging Blueprints
Thursday, November 9, 2023
Register on L2

Online with the CMC: A Place for Everything: Digital File Organization
Thursday, December 14, 2023
Register on L2

More information about the CMC can be found at:
https://www.illinoisheartland.org/services/cmc

Recorded Online with the CMC sessions can be found at:
https://www.illinoisheartland.org/services/cmc/webinar-archive

CMC Multi-Week Cataloging Courses can be found at:
https://www.illinoisheartland.org/services/cmc/multi-week-courses

If you have questions about CMC services or suggestions for training, please contact Dr. Pamela Thomas, Bibliographic Grant Manager, at 217-318-5364 or pthomas@illinoisheartland.org

c. New RSA support site *(T. Hahn)* <mark>Time in recording: 00:23:41</mark>
Tony introduced the new website: https://support.librariesofrsa.org/. The new website is in a soft launch, and everyone is welcome to use it.

Tony is now working on transitioning the links from the old website to the new website. He is working right now on the Workflows Documentation & Training – Cataloging where you might need to reference the cheat sheets and guides for cataloging.

Tony presented the Cataloging Handbook which contains all the documents you need to use to catalog. It is broken down into topics, which then have different links to documents under them. On the left-hand side are hyperlinks to the topics on the page for less scrolling and easy navigation.

Tony and Erica will be updating the Database Committee page soon. The page contains the meeting agendas, notes, slides, and link to RSA Youtube for the meeting recordings.

There is a search box on the site, and you can bookmark it also.

Please contact Tony at tony.hahn@railslibraries.org if you have any questions, find errors, or would like to leave feedback about the new website.

3. Looking for a new home for Morton PL's mends examples (P. Kweram)
<mark>Time in recording: 00:33:22</mark>

Roxy Klassen is retiring from Morton Public Library, and she has a copy paper sized box load of mends examples, videos on how to mend, and a

document for a mends workshop, that she is looking for someone to pass it on to. There are videos on the [RSA YouTube channel](#) of some of her mends.

If you know anyone in your library that would like to have this resource, please contact Patty at patty.kweram@railslibraries.org or send a message to the RSA Help Desk at help@rsanfp.org.

4. Future of the RSA Database Committee *(E. Laughlin)* <mark style="background-color: #00FF00">Time in recording: 00:37:21</mark>
    Starting July 1, 2024, RSA will be an independent organization from RAILS. We will have new by-laws and be reorganized not as a not-for-profit, but as an Illinois intergovernmental instrumentality ("triple i"). The RSA Board of Directors will have to follow the Open Meetings Act.

    At this point, the Database Committee will not be a governing group to avoid the Open Meeting Act requirement, which would require 72 people in-person to reach the quorum needed to go ahead with the meeting. RSA is thinking the Database Committee will become an advisory group much as it is now.

    This will be a good time to rethink the group's scope and rename it. There could be an RSA cataloging/technical services email list and mentoring between libraries. It is up to RSA libraries to come up with ideas what they would like to see for this group.

    There was a poll on ideas that may interest the membership for the future of the Database Committee. The results showed an interest in widening the scope to technical services, a cataloging/technical services email list, and information sharing, with less interest in mentoring and networking.

    RSA will be doing a survey on the listserv for additional input. This will also be a continued topic of discussion leading up to July 1, 2024.
    .
5. Cataloging Parameters:
    a. Review the purpose of item cats 4 and 5 (*L. Schemensky*) <mark style="background-color: #00FF00">Time in recording: 00:46:52</mark>
        Lisa reviewed item cats 4 and 5, including why they are important, how to search by them in WorkFlows, the role they play in the RSAcat, and where to find the complete lists of item cat 4 and 5 codes on the [new RSA support site](#). You can [request a report](#) of item cat 4 or 5 codes that your library uses, then email the RSA Help Desk to have codes added or removed from your library's WorkFlows menu.

    b. Proposals:
        i. Edit foreign language cataloging codes to more inclusive language *(A. Giffey & E. Laughlin)* <mark style="background-color: #00FF00">Time in recording: 01:03:28</mark>

            Anne shared a proposal to edit the terminology used for the home location, item cat 4, and item cat 5 that reference non-English language materials, with the goal to improve accuracy and inclusivity. If the

proposal is approved, it would eliminate the word "foreign" from the descriptions as they appear in the RSAcat and substitute more inclusive language.

There was a poll asking if the Database Committee wants to recommend to the RSA Users Group for approval the revised RSAcat descriptions for non-English language cataloging codes? The majority of Database Committee meeting attendees indicated yes.

Erica will put out a poll to all RSA members before the August 9th Users Group meeting to see what the membership's preferences are about the terms to be used: Non-English, World Language, or International Language.

Please reach out to the RSA Help Desk if you have suggestions for changes to additional WorkFlows cataloging codes in light of equity, diversity, and inclusion.

ii. Create a DEI item category 4 or 5 (*E. Laughlin*) <mark>Time in recording: 01:29:02</mark>
A new DEI code was suggested during the May 10th Users Group meeting. It will be added to both Item Category 4 & 5 to give libraries flexibility using it. Contact the RSA Help Desk if you would like to add it to your list of codes once RSA has created it.

c. Recently created cataloging parameters (R. Bierman) <mark>Time in recording: 01:30:48</mark>
Rhonda listed the new parameters that have been created since the January 25, 2023, Database Committee Meeting and showed where to find them on the [RSA website](). There were 3 new home locations, 1 new item category 4, and 8 new item category 5s. If your library would like to use any of these codes, please email the RSA Help Desk.

6. WorkFlows Cataloging:
    a. Upcoming Basic WorkFlows Cataloging Workshops (*E. Roberts*) <mark>Time in recording: 01:35:18</mark>
    Erin gave the dates for the Basic WorkFlows Cataloging Workshops through September. Workshops are scheduled monthly. The full list can be found on the [Cataloging at a Glance cheat sheet]() and registration is on L2.

    b. Preferred font to correctly display diacritics (*E. Laughlin for J. Choate*) <mark>Time in recording: 01:38:04</mark>
    The recommendation for the font to use in WorkFlows has changed to a font called Dialog. This font will correctly display diacritics on records with non-English text in WorkFlows. Erica went over how to change the font in WorkFlows. The instructions can be found in the [WorkFlows Cataloging Set-up Guide.]()

c. "Do Not Use a Record When…" cheat sheet (*L. Schemensky*) <mark>Time in recording: 01:42:39</mark>
Lisa showed where to find the new [cheat sheet](#) . It lists some of the differences between an item and a potential matching record, which justify using a different record to catalog the item.

7. Brief Records:
a. ISBN 020 fields that begin with i (*L. Schemensky*) <mark>Time in recording: 01:46:19</mark>
Lisa went over why you should not t use a lower case i in the 020 field when entering the ISBN onto a brief record. The item will not show up in an ISBN search, and it can cause another brief record to be created for the same item, resulting in duplicate records.

b. When to attach your item to an existing brief record (*E. Roberts*) <mark>Time in recording: 01:50:27</mark>
Erin covered that an item must match the title, author, and ISBN or UPC to attach to the existing brief record. If any of these match points are missing, do not attach to the existing record, instead, make a new brief record.

c. RSA progress upgrading brief records to OCLC records (*E. Laughlin for J. Choate*) <mark>Time in recording: 01:53:15</mark>
There have been 587 brief records updated since March 27, 2023, the beginning of this project. The team is currently upgrading brief records from August 2022.

d. FAQs about the brief record upgrade procedure (*E. Laughlin*) <mark>Time in recording: 01:54:28</mark>
   - #1 - RSA will do its best to upgrade your brief record to an OCLC record even if labeling or book pockets cover key information on the item. Try not to cover the title page, publication information, or ISBNs, otherwise the item may need to stay on a brief record, especially if RSA cannot find information about the item online.
   - #2 - If you would rather keep an item on a brief record and not have RSA upgrade it to an OCLC record, backspace the 592 field when creating the record and type "leave as brief" in that field.
   - #3 - Writing the name of the cataloger on the delivery label is optional.
   - #4 - No response is required on your part when RSA emails you, requesting a brief item be sent in delivery or confirming RSA is returning the item in delivery. The emails are a heads up. Please respond only to emails with "Please read- more information needed" or "Please read- response needed". Also respond to the email if you do not want to send the item to RSA.

There was a poll asking if RSA had upgraded any of your library's brief items to OCLC records since the cleanup project started in March? Meeting attendees shared mixed results.

8. Project Updates: (*E. Laughlin*)
    a. Annual cataloging theme <mark>Time in recording:2:00:48</mark>
       Backlog and Brief Records which includes five parts:
        - RSA finished its portion of the cataloging request backlog in March.
        - RSA has established procedures for RSA cataloging staff to follow for brief record cleanup.
        - RSA has also created procedures for libraries to follow for brief record cleanup.
        - Brief record cleanup started this past March with a goal of 150 brief items upgraded to OCLC records per month, which was surpassed in April.

    b. Remaining backlog of encoding level 8 and M records <mark>Time in recording:2:02:15</mark>
       The last part of the annual cataloging theme involves the cataloging requests for encoding level and M records still in the RSA backlog. Starting in September Erica will work with the CMC to begin their portion of this backlog, which is 4,678 records.

    c. Annual magazine records <mark>Time in recording:2:03:25</mark>
       Annual magazine records were proposed at the November 2022 Users Group meeting. Erica has made annual records for 7 magazines, each of which had at least 900 items attached when they were created. She hopes to get the documentation done and these records out for use soon.

9. OCLC Cataloging:
    a. OCLC Connexion Browser sunset—April 30, 2024 (*E. Roberts*) <mark>Time in recording: 02:05:19</mark>
       OCLC announced that OCLC Connexion Browser will be discontinued on April 30, 2024. OCLC Connexion Browser is accessed through your internet browser at connexion.oclc.org. Contact OCLC Support at support@oclc.org for more information. OCLC Connexion Client and OCLC Record Manager will continue to operate.

    There was a poll asking if your library uses OCLC Connexion Browser? Several meeting attendees indicated that they use it.

    b. Issues that prevent overlay of an existing record:
        i. Date cataloged is "locked" (*R. Bierman*) <mark>Time in recording: 02:08:54</mark>
           This means that the date cataloged on the Control tab of the WorkFlows record appears as a specific date, rather than the word "Never". Please do not change "Never" to "Today". "Never" is an important setting that allows the record to be replaced by an OCLC record. Email the RSA Help Desk if you get a "flexible key already exists" error when importing a record from OCLC into WorkFlows. This error means the record failed to replace.

        ii. 10-digit ISBN in the title control number (*E. Laughlin for J. Choate*)

Time in recording: 02:13:45

Brief records with 10-digits ISBNs in their title control number are not overlaid with incoming OCLC records. This is how WorkFlows is configured and unfortunately cannot be changed. Use the 13-digit ISBN in the title control number if possible.

  iii. ISBN with dashes in the title control number (*E. Laughlin for J. Choate*)
Time in recording: 02:15:26

Brief records with dashes in their title control numbers will not be replaced by OCLC records. The title control number needs to be entered with an i, followed by the 13-digit ISBNs without dashes. Email the RSA Help Desk to report brief records with dashes ISBNs in their control numbers.

  c. Upcoming RSA Bibload Workshops (*E. Laughlin*) Time in recording: 02:17:18
The workshops are every other month. The next one is in June. Make sure to look at the workshop requirements before signing up. Start working on the OCLC video requirements soon after registering so there is time to complete them.

10. Archive of the RAILS BIBFRAME training series (*R. Bierman*)
Time in recording: 02:18:32

Rhonda shared takeaways from the recent RAILS BIBFRAME training series, explaining how the presenter made an overwhelming topic understandable. The three parts of the training are available in the RAILS CE Archives at https://railslibraries.org/education/archives.

11. Let's Celebrate: (*E. Laughlin*)
  a. New and upgrading RSA member libraries Time in recording: 02:21:24

ROWVA CUSD #208 became a new RSA member library when ROWVA High School withdrew from RSA. About half of the collection is cataloged but no staff or time to make additional progress. They are not yet live for circulation or holds. Plans to remain an RSA member while automation project is paused.

Farmer City Public Library is an existing RSA member, Union List, and a RAILS LLSAP automation grant recipient. They finished cataloging. Patron registration training scheduled for early June. They are not yet live for circulation or holds.

  b. Service anniversaries Time in recording: 02:23:57
Erin Roberts has been with RSA for one year as of this past February. Erica has been with RSA for 14 years as of March. Erica then invited the attendees to share their own service anniversaries at their libraries.

12. Next RSA Database Committee Meeting: (*J. Williams*) <mark>Time in recording: 02:23:32</mark>
    a. "In between" meetings (Zoom only):
       Scheduled if necessary.
    b. "Full" meetings (Zoom only):
       Thursday, September 21, 2023
       1:00 – 3:30 pm
       Zoom registration here

Notes written by:
Erin Roberts, RSA Cataloging & Database Coordinator
June 2, 2023

Notes finalized by:
Erica Laughlin, RSA Cataloging & Database Supervisor
July 6, 2023