RSA Database Committee Meeting
Tuesday, February 27, 2024
1:00 – 3:30 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/2024/01/Participant_Agenda_DB_Mtg_2024-02-27.pdf

- Presentation slides:
  https://support.librariesofrsa.org/wp-content/uploads/2024/02/Slides_DB_Mtg_2024-02-27.pdf

- Recording:
  https://www.youtube.com/watch?v=4R5_1mEv-qU

1. Introductions (*J. Williams*)
   The recording was started a moment or two after the start of the meeting. Introductions were made, and Jennifer Williams informed attendees that the notes, recording, and slides would be made available later via the RSA listserv. Time in recording: 00:00:00

   Erica showed where the Agenda is available on the RSA Support site: https://support.librariesofrsa.org/meetings/committees/database-committee/ Time in recording: 00:00:55

2. Updates:
   a. RSA independence project (*K. Orrison*)
      Kendal was unable to join us. To learn more about the RSA Independence project, please visit the RSA independence project page here.

   b. RAILS Cataloging Services *(L. Schemensky for N. George)* Time in recording: 00:01:34
      o RAILS will be offering an upcoming webinar that will focus on 'Open Refine.' This will be presented by an outside expert, and it will provide insight into the tool. It will be held in April 2024 on Zoom at a specific date to be announced on the RAILS e-News and RAILS tech services listserv with more details.

- o RAILS has received several requests to offer a MARC standard introduction class. As a result of the requests, RAILS will be providing a six-week training course on MARC using a Moodle-developed site in late summer.
- o In the fall, RAILS will be offering supplementary training opportunities in specialized topics, either cataloging children's materials or cataloging video games.
- o All training will be listed on L2. RAILS continues to develop new courses and revise the content of existing courses.
- o After conducting a survey in November 2023, RAILS received an overwhelming response expressing interest in a Mentorship Program for Cataloging Professionals. Based on the results of the survey, RAILS and IHLS have decided to form a committee. The committee will consist of 2-3 volunteer representatives each from RAILS, IHLS, Chicago Public Library, Standalone libraries, and CARLI. They are in the process of forming the committee. Updates on the program's progress will be shared through IHLS/RAILS e-news and various RAILS listservs, so please stay tuned for further information.
- o RAILS will be conducting a survey in late May about the effectiveness of their World Cataloging Service. Please watch the RAILS e-news and RAILS listservs for the release of the survey in late May.
- o Any questions for Nincy, please contact her at nincy.george@railslibraries.org

c. Cataloging Maintenance Center *(P. Thomas)* <mark>Time in recording: 00:06:54</mark>
- o During the last quarter, the CMC cataloged 1,140 items, offered 4 asynchronous Moodle courses, cataloged 28 world languages for special collections, and offered 3 Online with the CMC webinars.
- o The CMC also launched their new online cataloging request form for items that libraries might not want to send through delivery but still fit within the CMC's requirements. The form can be found here.
- o On March 14th, the Online with the CMC webinar was Collected Moments: Creating Bibliographic Records for Personal Collections and Scrapbooks. It can be viewed on the CMC's YouTube here.
- o The CMC records all their Online with the CMC webinars, and the recordings can be found on the IHLS's YouTube channel.
- o April 8- April 21st 2024 a two week course on cataloging CDs is offered called Focus on Cataloging CDs. You can register for it on L2 here.
- o The CMC continues its database cleanup for PrairieCat. They have touched 20 thousand plus bibliographic records. The project has been ongoing since 2019.
- o They have been working on the CARLI clean-up project since September 2022. They have merged, edited, or deleted 5.135 million records.
- o They started the RSA Backlog Project in October 2023, working on over 1,000 records so far.
- o Please contact cmc@illinoisheartland.org if you have book or e-book records that need to be merged in OCLC, need authority record updates or creations, have suggestions for future Online with the CMC webinars, or cataloging courses you would like to see the CMC offer.

3. Continuation of the existing Database Committee Chair (*E. Laughlin*) Time in recording: 00:10:52
    o The Database Committee typically elects a new Chair or Co-chairs each January.
    o Jennifer Williams of Normal Public Library has agreed to continue serving as Chair because we only have this meeting and the May 17th 2024 meeting left.
    o The Database Committee will dissolve due to the RSA transition to an Illinois Intergovernmental Instrumentality effective July 1, 2024. RSA Cataloging Updates, hosted on Zoom, will begin after that date, held three or four times per year.

4. Progress since the last Database Committee meeting:
    a. RSA upgrade of brief records to full OCLC records *(J. Choate)* Time in recording: 00:12:10
        o There have been 1,740 brief records upgraded by the RSA Cataloging team since the September 21, 2023 Database Committee meeting.
        o RSA continues to work through a system-wide report of brief records with email addresses in their 592 fields, upgrading them to OCLC records. RSA works through the report oldest to newest based on the brief record creation date.
        o RSA is currently upgrading brief records entered in January 2023.
        o Remember to reply to RSA's email if you will not send the item requested. We will cancel the hold and delete the 592 field, so that we do not contact you again about that item.

    b. Cataloging Maintenance Center's work on the backlog *(J. Choate)* Time in recording: 00:14:30
        o After completing training on October 5, 2023, the CMC began to upgrade braille, encoding level 8, and encoding level M records in the cataloging request backlog to full OCLC records.
        o There have been 1,926 encoding level 8 requests processed so far.
        o There are 1,392 open encoding level 8 requests remaining.
        o The age of the oldest open encoding level 8 request is 10/29/2018.
        o There have been 105 encoding level M and braille requests processed so far.
        o There are 1,257 open encoding level M requests remaining.
        o The age of the oldest open encoding level M request is 04/26/2017.

    c. Libraries visited for cataloging site visits *(R. Bierman)* Time in recording: 00:15:45
        o Last fall RSA soft launched cataloging site visits, reaching out to a few libraries to see if they would be interested in visits. All of them accepted our offer.
        o A cataloging site visit is an opportunity for libraries and RSA to connect, discuss helpful cataloging topics, and answer any questions the library may have about brief records, cataloging parameters, searching for records, or anything else cataloging-related.

- o Site visits may be done in-person or virtually, whichever works best for the library.
- o From November 2023 to the time of this meeting, the RSA cataloging team has visited 7 libraries:
    - o Astoria PL
    - o Atkinson PL
    - o Colchester DL
    - o Maquon DPL
    - o Mason Memorial PL
    - o M-C River Valley PLD
    - o Odell PLD

    Thank you for hosting the RSA Cataloging Staff and serving as our "guinea pigs" for cataloging site visits!

5. RSA annual cataloging theme: (*E. Laughlin*) <mark>Time in recording: 00:17:18</mark>
    a. Completion of the 2023 theme
        - o No later than June 1, 2023, RSA will complete its portion of the cataloging request backlog. RSA finished its backlog in March of 2023.
        - o No later than June 1, 2023, establish a procedure for RSA cataloging staff to follow when they reach out to libraries to ask them to send their brief items for OCLC cataloging. RSA created this procedure in March 2023.
        - o No later than June 1, 2023, establish a procedure for RSA member libraries to follow when RSA asks them to send their brief items for OCLC cataloging. RSA created this procedure in March 2023.
        - o By July 1, 2023, RSA cataloging staff will begin to reach out to libraries to ask them to send their brief items for OCLC cataloging. RSA's target is upgrading at least 150 brief items per month. This is ongoing, with RSA consistently exceeding this target.
        - o Work with the Cataloging Maintenance Center (CMC) to begin their portion of the cataloging request backlog no later than September 1, 2023. The CMC began work on the backlog on October 5, 2023.

    b. Announcement of the 2024 theme
        - o The 2024 Annual Cataloging theme is Connecting with Catalogers, which involves several components:
            - Rework of the Basic WorkFlows Cataloging Workshop and potentially the Bibload Workshop to encourage more members to participate.
            - Launch of the RSA Technical Services Membership Group and email list after RSA becomes an Illinois Intergovernmental Instrumentality on July 1, 2024.
            - Start of RSA Cataloging Updates to replace Database Committee meetings. There will be three or four per year.
            - Official launch of cataloging site visits.
                - If you would be interested in a cataloging site visit, you can request one [here](#).

- RSA will also be reaching out to libraries we haven't heard from lately to see if they would be interested in a visit.
- RSA is looking forward to these visits and hopes to see you at your library soon!

Poll #1 – Would your library be interested in a cataloging site visit?

6. WorkFlows Cataloging:
   a. Creating brief records for items without ISBNs, ISSNs, or UPCs
      (E. Roberts) Time in recording: 00:22:18
      o Leave the 020 (ISBN), 022 (ISSN), or 024 (UPC) fields blank on the bibliographic screen.
      o Enter the author's name into the 100 field in all caps if there is one.
      o Enter the title in all caps into the 245 field.
      o Not required but recommended: Enter a short blurb about the item in the 500 field to provide more information since there is no ISBN, ISSN, or UPC. The note is visible in the RSAcat, so you can provide information helpful for the patron to know about that item. As an example, in the 500 field you can enter "Book on CD. Unabridged. 7 ½ hours. A Jon Reznick Thriller."
      o Enter your preferred email address in the 592 field so RSA knows how to contact you when we are ready to upgrade the brief record to an OCLC record.
      o On the Control tab, leave the title control number that starts with 'a' as-is since there is no ISBN, ISSN, or UPC. For example, Title control number: a2336850

      The Guide How to Create a Brief Record was recently revised to include screenshots of example brief records without ISBNs, ISSNs, and UPCs. See pages 16-18.

      If you are still unsure what to do, please contact the RSA Help Desk at help@rsanfp.org or 1-866-940-4083.

   b. Tips to narrow down possible record matches in WorkFlows
      (L. Schemensky) Time in recording: 00:28:10
      There is a new cheat sheet that was suggested during one of the RSA cataloging site visits. WorkFlows Search Tips: Quickly Narrow Down Possible Record Matches can be found here.

      Some of the tips to help narrow down possible record matches in WorkFlows:
      o Begin with an ISBN or UPC search.
      o Check the Pub. Year column in the search results.
      o Focus on a specific, easily identifiable match point, such as:
         a. Number of discs and runtime
         b. DVD versus Blu-ray format
         c. Pagination and dimensions
         d. Publisher name

Still can't find a matching record? Are you unsure if the existing record matches your item, or if it only somewhat matches your item? Please create a brief record.

c. Circulate checkbox versus non-circulating item types *(J. Choate)* <mark>Time in recording: 00:34:56</mark>
   o Thank you to Jennifer Jacobsen-Wood of Peoria PL for suggesting this agenda topic.
   o The best way to prevent items from circulating is to set up an item type with a no circulation rule.
   o Please leave the circulate box on the WorkFlows call number/item screen checked even if the item does not circulate.
   o Unchecking the circulate box does not prevent a hold from being placed on the item in WorkFlows or RSAcat.
   o If a hold is placed on an item with the circulate box unchecked, the hold will not appear on the picklist, and the hold will never be filled.
   o Using an item type with a no circulation rule prevents the hold from being placed and avoids confusion.
   o When using an item type with a no circulation rule, you may want to make an exception and override the no circulation rule, allowing the item to check out to a user.
      • To make this override possible, the circulate box on the call number/item screen must be checked.
      • If the circulate box is unchecked, the override will not work.
   o Are you wondering if your library has any items with the circulate box unchecked? Please email help@rsanfp.org to ask for a report.
   o RSA will run the report, help you set up a non-circulating item type(s), and then batch edit the items to have their circulate box checked and use the newly set up item type(s).
   o RSA will also be reaching out to those libraries with the circulate box unchecked to help you set up non-circulating item types and batch edit the circulate box, so it is checked.
   o Please check the properties in WorkFlows for the Call Number & Item Maintenance and the Add Title wizards to ensure the circulate box is checked by default.
      • Helps avoid items cataloged with the circulate box accidentally unchecked.
      • Exit WorkFlows and say yes when it asks if you want to save the changed properties.
      • Be sure to check WorkFlows on all computers used to catalog at your library.

d. Recently created cataloging parameters (*R. Bierman*) <mark>Time in recording: 00:44:33</mark>
   o There have been 16 new Home Locations added since the September 21, 2023 Database Committee Meeting. You can see the complete list of home location codes here. If you would like to

use any of these codes for your collection, please email help@rsanfp.org.

- o There have been no new Item Category 1, Item Category 2, Item Category 3, or Item Type codes created since the September 21, 2023 Database Committee Meeting.
- o There have been 12 new Item Category 4 codes added since the September 21, 2023 Database Committee Meeting. You can see the complete list of Item Category 4 codes here. If you would like to use any of these codes for your collection, please email help@rsanfp.org.
- o There have been 15 new Item Category 5 codes added since the September 21, 2023 Database Committee Meeting. You can see the complete list of Item Category 5 codes here. If you would like to use any of these codes for your collection, please email help@rsanfp.org.

e. Beware of non-holdable home location codes *(R. Bierman)* Time in recording: 00:47:20
  - o Using only a non-holdable home location does not fully block holds.
  - o Items assigned non-holdable home locations that are checked out will allow holds. WorkFlows considers the checked out current location as available to fill a hold.
  - o To effectively block holds, please use an item type with a no hold rule in addition to the non-holdable home location. To set up an item type with a no hold rule, email help@rsanfp.org.
  - o The complete list of home locations indicates in yellow which codes are non-holdable.
    - Some examples are: DESK-CIRC, OFFICE, OUTREACH, REFERENCE, WORK-RM
  - o Are you wondering if your library has any items assigned non-holdable home locations? Please email help@rsanfp.org to ask for a report of your home location counts.
  - o You can also ask RSA for help if you need to set up non-holdable item types and batch edit items to use them.
  - o Later this year, RSA will be reaching out to libraries using non-holdable home locations:
    - To ensure they understand that the items are still holdable when checked out.
    - To help with the setup of item types that block holds (if necessary).
    - To batch edit the affected items to use the newly set up item types (if necessary).

Poll #2 – Is your library using any non-holdable home location codes?

f. Uptick in regular books cataloged on Wonderbook, Vox, and Playaway records *(E. Roberts)* Time in recording: 00:55:40
  - o Remember to carefully compare your book to the bibliographic record to ensure it matches before you attach your item in

WorkFlows or add a 949 tag in OCLC Connexion or Record Manager (if your library uses it). Some of the match points are, but not limited to, author, title, publication information, and pagination.

- o ISBNs for regular print books often appear on Wonderbook, Vox, and Playaway records.
- o Some fields to look for on records that indicate they describe a Wonderbook, Vox, or Playaway:
    - The 250 field can show an edition statement such as VOX edition or [Wonderbook edition].
    - The 300 field can show audio-enabled book for VOX or Wonderbooks and audio media player for Playaways.
- o Please report any books on Wonderbook, Vox, and Playaway records to RSA following the instructions in the Procedures for Reporting Cataloging Issues to RSA, specifically the Item on Wrong Record sections on pages 4 and 5.
- o Please share this information with circulation staff because they may see these items on wrong records arrive in delivery to fill holds.
- o RSA appreciates your help keeping the database clean, resulting in a positive user experience.

g. Reminder – Please use annual magazine records *(E. Roberts)* <mark>Time in recording: 01:01:00</mark>
- o If your library uses the Call Number & Item Maintenance wizard to catalog magazines in WorkFlows, when you catalog a 2024 issue for one of the magazine titles listed below, remember to use the record for that magazine with [2024] in its title.
- o Last November, RSA created annual records for these magazines to ease cataloging them in WorkFlows and improve search and display in the RSAcat.
- o These magazines have 2024 records in WorkFlows, each with [2024] in their title:
    - Better Homes and Gardens
    - Consumer Reports
    - Good Housekeeping
    - National Geographic
    - The New Yorker
    - People
    - Time
- o Annual magazine records are assigned the BRIEF-SER record format because they are locally created for use only in WorkFlows.
- o Check the record format by looking on the Control tab in the Call Number & Item Maintenance wizard, then the line that reads "Record format." It will say "Brief format for Periodicals, Magazines and Serials" for the annual records.
- o The BRIEF-SER format causes the annual records to appear on a brief record report. There is no harm in the annual records being included on the brief record report. Feel free to ignore them as you review the report.

- o Libraries that use the Serial Control module will continue using the comprehensive records to catalog their magazine issues. Using the comprehensive records avoids the need to create new serial control records on the annual records.
- o If your library does not use Serial Control, and you have already cataloged 2024 magazine issues on the comprehensive records, RSA will transfer them to the annual records. No need to delete and re-catalog any magazine issues you wrongly cataloged on the comprehensive records.
- o RSA will also reach out to make sure you understand to use the annual records going forward if we notice you are cataloging on the comprehensive records instead of the annual records.
- o Information about annual magazine records is included in the RSA Guidelines for Cataloging Magazines in WorkFlows.

h. Updated Cataloging At-A-Glance cheat sheet *(J. Choate)* <mark>Time in recording: 01:04:09</mark>
The 2024 Cataloging-At-A-Glance cheat sheet has been updated and is available on the RSA support site here.

The updated cheat sheet includes information about:
- o Cataloging site visits
- o WorkFlows cataloger accounts
- o WorkFlows "how to" cataloging refreshers
- o Cataloging services provided by the Cataloging Maintenance Center and RAILS
- o Upcoming Basic WorkFlows Cataloging Workshops, Bibload Workshops, and Database Committee meetings

i. Upcoming Basic WorkFlows Cataloging Workshops *(R. Bierman)* <mark>Time in recording: 01:06:30</mark>
- o The next Basic WorkFlows Cataloging Workshop is April 23, 24, 25 2024 from 9:30am to 12pm. You can register here.
- o Basic WorkFlows Cataloging Workshops are also listed on the Cataloging At-A-Glance cheat sheet or check the L2 calendar.
- o Additional Basic WorkFlows Cataloging Workshops will be scheduled in 2024, posted on L2, and announced on the RSA listserv.

Break (5 minutes)

7. New RSA web page: Need help cataloging your item? (*L. Schemensky*) <mark>Time in recording: 01:08:29</mark>
- o There is a new link on the RSA Web page, Need Help Cataloging Your Item?
- o It is also linked under the RSA Links at https://support.librariesofrsa.org/
- o This page explains what to do if you are unable to find a matching record, or you are unsure if the existing record is a match.

- o This page includes links to documentation that describes everything about brief records, from creating them on your end to the process RSA follows when we are ready to upgrade them to full OCLC records.

8. Discussion: How does your library handle patron requests for name and gender changes in the catalog and on spine labels? (*A. Giffey & E. Laughlin*) <mark>Time in recording: 01:12:09</mark>
    - o Anne Giffey from Galesburg PL discussed how a patron notified them that a local author had changed their name.
    - o Galesburg did the following:
        - • Contacted the author and confirmed the name change.
        - • Contacted the CMC to update the authority file.
        - • Then the library changed their spine label to the new name even though the old name still appears on the book.
    - o The CMC does create Library of Congress name authority records, so the CMC can create or update existing authority records.
    - o If your library doesn't want to contact the CMC, RSA can add a 790 field to the WorkFlows record so that it is searchable in RSAcat and WorkFlows.
    - o During the meeting no one shared how their libraries have handled name and gender changes. If anyone has any suggestions, please contact Anne at Galesburg at: anne.giffey@galesburglibrary.org

9. Potential system-wide cleanup of lost and missing items *(J. Campbell & E. Laughlin)* <mark>Time in recording: 01:17:25</mark>
    - o RSA proposes batch discarding items assigned these current locations:
        - ▪ LOST
        - ▪ LOST-ASSUM
        - ▪ LOST-CLAIM
        - ▪ LOST-PAID
        - ▪ LOST-TRANS
        - ▪ MISSING
    - o There would be two phases to a potential system-wide cleanup of the lost and missing items project:
        - ▪ 1st phase: The item has been missing or lost for at least X amount of years, and there is no bill associated with the item.
            - i. X is equal to your library's preferred number of years.
            - ii. Upon request, James can provide a report of your library's missing and lost items without bills that meet your preferred age.
            - iii. Once you review the report, give James the go-ahead to batch discard the missing and lost items.
            - iv. No items will be batch discarded unless you have reviewed a report and given James the go-ahead.
        - ▪ 2nd phase: The item has been missing or lost for at least 8 years, and it has a bill associated with it.
            - i. RSA proposes 8 years to ensure we do not interfere with Unique Management (collections agency) processing.

      ii.   If your library does not use Unique, RSA could batch discard missing or lost items with bills that meet your library's preferred number of years.

      iii.   Upon request, James can provide a report of your library's missing and lost items with bills that meet your preferred age.

      iv.   Once you review the report, give James the go-ahead to batch discard the missing and lost items.

      v.   No items would be batch discarded unless you have reviewed a report and given James the go-ahead.

- This cleanup project does not include items where the home location is set to MISSING or one of the LOST codes. This cleanup is based on current location.
- In the coming months, RSA will be reaching out to libraries that have assigned MISSING or one of the LOST codes as the home location to ask if these items can be batch discarded.
- There was discussion among meeting participants about the process of removing LOST or MISSING items, preferring the idea of a batch process due to the complicated manual process they have been using to remove these items.
- Part of the discussion also involved trouble deleting items with bills, and WorkFlows not allowing them to delete. Erica asked that meeting participants send examples to the RSA Help Desk so we can look further into the issue.
- The LOST or MISSING reports that James will run are not available in BlueCloud Analytics (BCA) at this time.
- If your library is interested in this cleanup project, please email the RSA Help Desk asking for the reports for lost and missing items, making certain to give the age you prefer to use.

10. OCLC Cataloging:
    a. Reminder – OCLC Connexion Browser sunset on April 30, 2024
      (E. Roberts) Time in recording: 01:45:10
- Last year 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
- Per this OCLC announcement: "Once Connexion Browser is discontinued you will no longer have access to records that have been exported but not yet downloaded. Please take the time to download all your exported records prior to 30 April 2024."
- RSA has received a few questions about the impact of the Connexion Browser sunset on OCLC local holdings maintenance.
- Some RSA libraries perform local holding maintenance to keep their magazine holdings updated in OCLC WorldCat, so they are accurate for WorldShare interlibrary loans.
- If your library uses Connexion Browser to create, edit, and delete magazine local holding records, you will need to transition to Record Manager if you want to continue making those updates.

- o OCLC Connexion Client and OCLC Record Manager will continue. These cataloging interfaces will not sunset on April 30, 2024. There is no need to take any action if you use Connexion Client or Record Manager.
- o Training how to use Connexion Client and Record Manager is available here on the OCLC Metadata Services training page.
- o RSA will continue to offer the Bibload Workshop every other month. This workshop is not complete OCLC Connexion Client training, but how to use the Client to make bibliographic records usable for RSA with the 949 holdings tag, export the records from the Client, and load them into WorkFlows.
- o A final reminder about the discontinuation of OCLC Connexion Browser will be shared on the RSA listserv closer to April 30, 2024.
- o Please contact OCLC Support at support@oclc.org or 1-800-848-5800 if you have questions about the Connexion Browser sunset.
- o Using Connexion Client, Connexion Browser, or Record Manager is not required by RSA. Check with your supervisor or Director if you are unsure if you should be using OCLC to catalog. Please keep RSA informed if you decide to cancel your OCLC membership.

b. OCLC project to add WorldCat entity URIs to records *(J. Choate)* ==Time in recording: 01:48:56==
- o This past December, OCLC started adding WorldCat Entities URIs (Uniform Resource Identifiers) to WorldCat records as $1 subfields in these MARC fields:
  - 100 – Personal Author
  - 600 – Personal Subject
  - 647 – Event Subject
  - 651 – Geographic Subject
  - 700 – Added Entry for Personal Name
- o Why add URIs?
  Per OCLC: "Enriching WorldCat MARC records with WorldCat Entities URIs establishes a bridge between MARC data and linked data, providing a starting point for connecting data across local systems and workflows and for using linked data functionality in local discovery systems."

If you come across URIs when using OCLC records, please leave the URI as-is on the record even though it will display in WorkFlows on the bibliographic tab. The URI will not display on the WorkFlows result list or in the RSAcat.

c. Upcoming OCLC Cataloging Community Meeting (*L. Schemensky*) ==Time in recording: 01:52:45==
- o Recordings, slides, and links from the February 2, 2024 OCLC meeting are available here.
- o On the agenda:
  - a. DEI (Diversity, Equity, Inclusion) in library metadata panel discussion:

- Treshani Perera (University of Kentucky Libraries) – Harmful Language in Transcribed Titles: A case study
- Sarah Hoover (University of North Carolina at Chapel Hill) – Prejudicial Materials Working Group of RBMS's Controlled Vocabularies Editorial Group

b. OCLC updates:
- Linked data and the integration of WorldCat Entities URIs into WorldCat.
- Continuous efforts to enrich and improve WorldCat data and methods to update your local collection.
- Ways to optimize e-resource management, access, and visibility using Collection Manager.
- Reminders for users of Connexion browser and the WorldCat Metadata API.

d. Fixed -- Trouble with monthly OCLC holding updates *(E. Laughlin)* <mark>Time in recording: 01:56:17</mark>
- o RSA announced on the listserv in late January that the monthly process OHM (OCLC Holdings Manager) had not updated (added or removed) OCLC holdings for RSA libraries since last September.
- o The trouble is now resolved, and the monthly process is running correctly again.
- o Holdings have been updated for items cataloged, deleted, and discarded from WorkFlows during this past October, November, and December, as well as January.
- o Items cataloged, deleted, or discarded in February will have their holdings updated during the next run of OHM in March.
- o Please contact help@rsanfp.org if you notice items cataloged, deleted, or discarded from WorkFlows through the end of January still do not have their holdings updated in OCLC.

e. 2024 RSA Bibload Workshops *(E. Laughlin)* <mark>Time in recording: 01:58:27</mark>
- o Bibload Workshops are scheduled in April, June, August, October, and December.
- o All Bibload Workshops are listed on the Cataloging At-A-Glance cheat sheet or check the L2 calendar. They will also be announced on the RSA listserv closer to the workshop dates.
- o Next Bibload Workshop:
  - Tuesday, April 9th 1:00 – 3:30 pm
  - Registration is available [here](#) and closes April 2nd at 5:00 pm.
- o Please read the workshop requirements posted on L2 and shared in the RSA listserv invitations carefully before registering. Begin working on the OCLC video requirements as soon as possible after registering to ensure adequate time to complete them before the workshop.

11. Let's Celebrate: (*J. Williams*) <mark>Time in recording: 01:59:57</mark>

a. New and upgrading RSA libraries
  o ROWVA CUSD #208 Elementary School (ROWVA-HS)
    ▪ New RSA member library when ROWVA High School withdrew from RSA.
    ▪ About half of the collection is cataloged, but there is no staff to make additional progress.
    ▪ Not yet live for circulation or holds.
    ▪ Automation project is paused.
  o Farmer City Public Library (FC_FARMERC)
    ▪ Formerly an RSA Union List library.
    ▪ RAILS LLSAP automation grant recipient.
    ▪ Finished cataloging.
    ▪ Live for circulation and holds. RSA upgrade to Basic Online is complete.
  o Mason Memorial Public Library (MM_MASON-M)
    ▪ Currently an RSA Union List Library.
    ▪ They are interested in upgrading its RSA membership level to Online.
    ▪ RSA hopes to find out soon if this library will upgrade or withdraw now that the new RSA membership fee structure is finalized.

b. Service anniversaries
  o Rhonda Bierman – 11 years in October 2023
  o Jennifer Choate – 4 years in December 2024
  o Erin Roberts – 2 years in February 2024

12. Next RSA Database Committee Meeting: (*J. Williams*) Time in recording: 02:02:22
  a. "In between" Meetings (Zoom only):
    Scheduled if necessary.
  b. "Full" Meetings (Zoom only):
    Friday, May 17, 2024 -- 9:30 am – 12:00 pm
    Registration is available here.
    L2 event is posted here.

Notes written by:
Rhonda Bierman, RSA Cataloging & Database Coordinator
April 5, 2024

Notes finalized by:
Erica Laughlin, RSA Cataloging & Database Supervisor
April 23, 2024

RSAcat Committee
Tuesday, 19 Mar 2024, 2:00 PM
Zoom Only

Minutes

1.　　**Welcome – Mobile App 2 and 1 updates**
- Development updates from SirsiDynix on the new BLUEcloud Mobile 2. RSAstaff have access to a beta now. Holds and the remainder of basic functionality (renewal, account management, etc.) will be part of initial launch. Child cards may not be in there initially but we are requesting it.
    - A promising thing about the BCM2 development is that the extra developers and resources working on this project by SirsiDynix will also be used to speed up development on other new software products across their company. Includes new BC Discovery (replace RSAcat in years to come) and BC Circ. RSA members will be given advanced warning before we switch over to any new interfaces that require training. Backend of new app and new catalog will be the same admin interface and thus be less work for RSA staff to manage changes. Potentially, libraries would get access to change information easily.
    - Webinars are happening Bi-weekly to keep us at RSA updated. RSA staff have been able to test out the new app. Tony shared screen to reveal screenshots of the (2nd) mobile app. The modern look is designed around standard appearances on Android/iOS with a navigation menu on the bottom. They only support very recent versions of operating systems which we and other SD customers are voicing their unhappiness around.
    - Question about when it will release? End of Q2 or Q3… however we would like to ensure no loss of access to features like the family/child cards.
    - There will be a lot of warning before we switch us over to the new app, so RSA member library staff can train on it. We would decide on a point when it's ready for us to turn on. We don't intend to have two apps in the wild.

- Mobile App 1 (RSAcat Mobile App) – this is back online. Admin interface will allow me to update hours and basic info, but I'm still working out bugs in other parts of the admin interface. If you run into any issues please report them to the help desk and I'll send them along to SirsiDynix.
    - The two companies resolved their disputes and are working together again.
    - Tony's been busy with getting our messaging up around the outage/restoration of the first mobile app. Every RSAcat page should have the links back up and working to download it and have messages that say the mobile app is restored.

2.　　**RSAcat new book river demo (on old RSAsite, demo profile)**

RSA used consulting credits to get this new & improved RSAcat functionality
Tony shared his screen to show a demo of how these look and work.

2.1. Has not been activated on RSAcat pages yet, but will work with Kendal to come up with plan to implement these.

https://alsi.sdp.sirsi.net/client/en_US/PeoriaNotreDameOLD/ (This is a non-RSA library now, so we are using the old page as a demo.)
https://alsi.sdp.sirsi.net/client/en_US/RSAwebsite/

- After talking with Kendal about timeline, he has said we'll likely bring these to demo at May Users Group and work with this committee to work out the specifics of how we deliver this change to libraries. It is slight and mostly cosmetic.
- Question about whether this is a change that will be happening for all libraries, or is it an opt-in? It is a change that we'll make for everyone. Carousel content is currently automatically generated with Workflows reports. But we can make additional carousels using Search Limits, which can run around a specific type of search for items based on Item Categories (genre, subgenre) for example.

3.   Syndetics how to (also in newsletter)

Test search for Harry Potter
- Clicking the gray buttons for Series Info, or "More Information about Title" You can see items within a series, reading levels, similar titles.
- It is a nice feature to co-browse with your patrons, or get more recommendations for readers advisory questions, or to explore a topic.
- Custom made lists by other libraries "librarian recommends."

There's also Syndetics Unbound for getting carousels elsewhere outside of RSAcat. I'm working with their support to get an onboarding sequence for this, right now it's a very manual process.
https://support.librariesofrsa.org/project/syndetics-unbound-librarian-recommends/

4.   RSA Support Website
Documentation Index found here https://support.librariesofrsa.org/project/documentation-index/ (Under Handbooks along top menu)
This is a 1:1 representation of all the downloadable files on the website including Policies, Procedures, Guides, Cheat Sheets, and Parameters. It has live direct links to each document and the supporting parent page the doc lives on.
Other pages (Topics shortcuts for Users, Holds, etc.)
- Also, Tony has still not made a video tour on RSA's YouTube channel of the Support Website, but will hopefully have it ready to go soon.

5.   Your suggestions. RSA members were invited to submit questions over email.
Question: How is participation and attendance of this group?

A: We saw a big uptick when the app went down. We do see this group as a great resource in making changes to RSAcat.

One of the values of the committee is that there are customizations and links you can place in your RSAcat sidebar. See how Quincy is using their RSAcat page, there are more information links about their website.

https://alsi.sdp.sirsi.net/client/en_US/QuincyPL/

How do we find out about what options we have to modify our RSAcat pages? This committee and the interest group are natural places for this. Ed. Note: We can eventually build some of it out into the website as well.

7. Scheduled Future Meetings future meeting dates
- June 11*
  - Rescheduled from a week earlier.
  - Future form of the RSAcat committee? Kendal has said (outside the meeting) that we anticipate using the email interest groups to share ideas, get feedback, and explore new features. We will also be able to call a zoom meeting where appropriate.

8. Adjournment

Minutes compiled by:
Tony Hahn
RSA Member Services User Experience Coordinator

RSA Day 2024 Wrap Up Meeting

Alissa, Jenny, Michael, Sara

April 18 at 9:15 at Fondulac Library

Survey Results

    a. Overall Feedback
           i. Largest concern was not having breakout descriptions and the full schedule before the day and the rooms being mislabeled. People liked being in the theatre.
    b. Topic Ideas
           i. Programming
          ii. Small libraries
         iii. Issue a call for programs?
         iv. Doing a call for proposals for next year?

Vendor possibility: EnvisionWare or Bibliotheca to come and talk?

    c. Committee Members

Location –

    1. Do we want to book 5 Points for 2025?
        a. Galesburg is willing to host in their new building in 2025 – if we go here we would need a GPL person on the committee
        b. Will checkout facility during UG meeting in May. Room for keynote?
    2. Probably need to look at potential dates sooner rather than later – March vs. April?
        a. April 8,9,10 2025
        b. Dates for COSUGI – Will be online next year
        c. Spring Break March 17-21 or 24-28
        d. Easter April 20

2025 Planning

- Who wants to stay on the committee
  - Stay on the committee: Michael, Jenny, James, Sara, Alissa
- Issue a call for other members in August? Close in October? 8/1-10/1

Next Meeting Date: August 15 at 9:15 AM

Received an email from Havana PL, interested in hosting a session geared toward smaller libraries.

Potential Schedule for next RSA Day:

Keynote: 9:30-10:30

Sessions: 10:35-11:35, and 11:40-12:40

Lunch 12:40-1:25

Sessions: 1:30-2:30, and 2:35-3:35

Additional Notes:

Work up a survey for sessions; think about contribution to profession, ideas from [PUG day form](#), categories? [Reaching Forward South](#) form?

Cost for Theater at Five Points: $500, 2 hr minimum, plus $150 (or $300) for projector.