

Welcome!

RSA Cataloging Chat

Friday, September 27, 2024

WE WILL BEGIN AT 10:00 AM.

ALL ATTENDEES ARE MUTED, BUT YOU SHOULD HEAR MUSIC WHILE YOU WAIT.

PLEASE TYPE IN THE TEXT CHAT IF YOU NEED TECHNICAL ASSISTANCE.

Let's introduce ourselves!



Please type in the chat:

- Your name
- Your library

Image credit: https://clipart-library.com/clipart/welcome-clipart_27.html

Meeting Housekeeping

- Make sure your microphone is muted. You were automatically muted when you joined the meeting.
- Video is encouraged but optional.
- Enter questions in the chat window.
- If you prefer to ask your question verbally, unmute and ask to chime in.
- To turn on closed captioning, click the “More” menu on the Zoom toolbar and select captions.
- This meeting will be recorded, and these slides will be available. Watch the RSA Cataloging email forum for an announcement.
- The Cataloging Chat agenda is available on the Membership Chats page on the RSA support site: <https://support.librariesofrsa.org/meetings/membership-chats/>

RAILS Cataloging Services Update

Nincy George, Cataloging Services Manager

630.734.5128

nincy.george@railslibraries.org

Cataloging Training:

<https://railslibraries.org/catalogs/training>

World Language Cataloging Services:

<https://railslibraries.org/catalogs/cataloging-services>

Cataloging Maintenance Center (CMC) Update

Dr. Pamela Thomas, Bibliographic Grant Manager

618-467-8649

cmc@illinoisheartland.org

Overview:

<https://www.illinoisheartland.org/services/cmc>

Upcoming CMC events are listed [here](#).

RSA Executive Director Update with Kendal

BLUEcloud Analytics (BCA) Interactive Collection Browser is available [here](#).

- Create shelf lists on the fly and dynamically change what you see in the report! Very helpful for identifying cataloging inconsistencies. The shelf lists are even printable.
- A cheat sheet how to use the Interactive Collection Browser is available [here](#).
- A BCA account is needed to access the Interactive Collection Browser. Unsure of your BCA username or password? Interested in getting a BCA account? Email help@rsanfp.org

RSA Operations Update with Antony

The RSA Operations Manual is now complete!

- Access the manual [here](#).
- Designed to support staff who work on the front lines at RSA libraries.
- At larger libraries this might include only those working at circulation or reference desks, while at smaller libraries it is aimed at the solo librarian.

The RSA Documentation Index is updated monthly and is available [here](#). It is a comprehensive listing of all RSA documentation on the support site, including policies, standards, procedures, guides, cheat sheets, forms, videos, and parameters. Downloadable as a PDF.

RSA Progress Upgrading Brief Records to OCLC Records

1,144 = Number of brief records upgraded since the May 17, 2024 Database Committee meeting

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. We are currently backtracking to schools whose brief items we did not upgrade due to summer break.

RSA is currently upgrading brief records entered in February 2023.

Remember to reply to RSA's email if you will not send the item. We will cancel the hold and delete the 592 field, so we do not contact you again about the item.

Cataloging Maintenance Center Progress on the Cataloging Request Backlog

The CMC continues to upgrade braille, encoding level 8, and encoding level M records in the cataloging request backlog to full OCLC records.

- 400 = Encoding level 8 requests processed since the 05/17/2024 Database meeting
- 270 = Open encoding level 8 requests
- Age of the oldest open encoding level 8 request = 02/28/2019

- 688 = Encoding level M and braille requests processed since the 05/17/2024 Database meeting
- 469 = Open encoding level M requests
- Age of the oldest open encoding level M request = 11/17/2018

The CMC is making great progress and plans to finish the backlog by the end of CY 2025.

Progress on the 2024 Annual Cataloging Theme: Connecting with Catalogers

Goal: Rework of the Basic WorkFlows Cataloging Workshop and potentially the Bibload Workshop to encourage more members to participate.

- The Basic WorkFlows Cataloging Workshop has been condensed to a single, four hour Zoom session, first offered earlier this month. The condensed workshop went well!
- Training for Item Group Editor is targeted to begin later this fall.
- Bibload Workshop pre-requisite videos will be reworked after Item Group Editor training is underway.
- Watch the RSA Cataloging email forum for updates!

Progress on the 2024 Annual Cataloging Theme: Connecting with Catalogers

Goal: Launch of the RSA Technical Services Membership Group and email list after RSA becomes an Illinois Intergovernmental Instrumentality on July 1, 2024.

- The Technical Services email list, along with the Cataloging and Cataloging Policies & Standards email lists (now called “forums”), were launched earlier this year.
- Attendees from Database Committee meetings have already been subscribed to the Cataloging Policies & Standards email forum.
- Existing library staff with WorkFlows individual cataloger accounts (ICAs) were subscribed to the Cataloging email forum. As new ICAs are created, those library staff are subscribed to the Cataloging forum.
- More about the email forums later in this meeting! 😊

Progress on the 2024 Annual Cataloging Theme: Connecting with Catalogers

Goal: Start of RSA Cataloging Chats to replace Database Committee meetings -- targeting three or four per year.

- We are hosting our first Cataloging Chat today! 😊
- The next Cataloging Chat will be Wednesday, January 29, 2025 at 1:00 pm on Zoom. Registration is available [here](#).

Goal: Official launch of cataloging site visits!

- These visits “soft launched” last fall and are going very well!
- Remember you can request a visit here by choosing the cataloging option: <https://form.jotform.com/RSAntp/RSAsite-visit-request>
- RSA will also be reaching out to libraries we haven’t heard from lately to see if they would be interested in a visit.

Libraries Visited for Cataloging Site Visits

Since the May 17, 2024 Database Committee meeting, the RSA cataloging team visited 8 libraries:

- A-C Central C.U.S.D. #262
- Carthage Public Library District
- Dominy Memorial Library
- Fondulac District Library
- Forman Valley Public Library District
- Neponset Public Library
- Viola Public Library District
- Virginia Memorial Public Library

We enjoyed visiting you. 😊 Thank you for hosting us!

Email Forums for Cataloging Staff

- Remember you can sign up for email forums [here](#) or go to support.librariesofrsa.org → Get in Touch → RSA Email Groups Signup.
- Earlier this year RSA created lots of new email discussion groups (now called “forums”) not just for RSA staff to share information.
- **RSA created these email forums for member library staff, too!** They are the perfect place to share information with other members, ask questions, brainstorm ideas, propose solutions, and provide feedback.
- Think of these email forums as interactive discussion boards!

Email Forums for Cataloging Staff

Below are examples of questions that could be asked on the Cataloging email forum, but the possibilities are endless!

- How do you package your binge boxes?
- Do you have a recommendation for an easy-to-use printer for call number spine labels?
- Does your library label items that are part of series? What about the labeling the actual shelf?
- Does your library use RFID? If so, how does it affect processing of the item?
- Do you use Dewey call numbers for your nonfiction or genres (cooking, travel, history, etc.)?

And many more questions are possible depending on your library's collection and what you are wondering! 😊

Cataloging Bug Us Card

- Over the summer RSA created a “Please Bug Us” card as a friendly reminder to reach out or “bug” the RSA Help Desk anytime you have RSA-related questions or concerns. The Bug Us card listed a few of the many services that RSA provides to our membership.
- Your library should have received at least one Bug Us card in RAILS delivery at the beginning of July. We hope you posted the card in a prominent place where staff can see it.
- Be on the lookout for a Cataloging themed Bug Us card released in October, just in time for Halloween. Here’s a preview of what’s to come!



- Be sure to keep an eye on the Cataloging email forum and the RSA support site because the Cataloging Bug Us card will be shared there.
- Also watch delivery for printed Cataloging Bug Us cards next month!

Home Locations

created since the May 17, 2024 Database Committee Meeting

Home Location Code	RSAcat Description
ADULTWEED	Adult Services Weeding
AWARD-NOM	Award Nominee Titles
HEARLOSS	Hearing Loss Collection
J-SPECCOLL	Juvenile Special Collection
YPL-OVRSZ	Young People Oversized Materials

Want to use any of these codes for your collection?
Please email help@rsanfp.org.

The complete list of home location codes is available [here](#).

None of these codes created since the May 17, 2024 Database Committee Meeting:

Item Type

Item Category 1

Item Category 2

Item Category 3

Item Category 4s

created since the May 17, 2024 Database Committee Meeting

Item Category 4 Code	RSAcat Description
AI	Artificial Intelligence
AN-DINO	Animals - Dinosaurs
ASTRONAUTS	Astronauts
BERENSTAIN	Berenstain Bears
CINEMA	Cinema
GRIEF	Grief
HERBS	Herbs
HOLISTIC	Holistic
PEPPAPIG	Peppa Pig
ROMANTASY	Romantasy

Want to use these codes for your collection?
Please email help@rsanfp.org.

The complete list of item cat 4 codes is available [here](#).

Item Category 5s

created since the May 17, 2024 Database Committee Meeting

Item Category 5 Code	RSACat Description
COOK-SNACK	Cooking - Snackfood
CO-OP	Cooperative (Co-op) Collection
EM-ANXIETY	Emotions - Anxiety
EM-STRESS	Emotions - Stress

Want to use these codes for your collection?

Please email help@rsanfp.org.

The complete list of item cat 5 codes is available [here](#).

Customizing Cataloging Menus

- If your library has not already done so, customizing your WorkFlows cataloging menus is strongly recommended.
- Customizing reduces the codes in the WorkFlows menu to only those your library is using for its collection.
- Customizing provides accuracy and consistency when cataloging, removing unnecessary codes that are not being used from cluttering the menu.
- The menus for home location, item type, and item categories 4-5 can all be customized.

Customizing Cataloging Menus

- Email help@rsanfp.org a list of the home location, item type, or item category 4-5 codes you would like kept in the WorkFlows menu. RSA will customize the menu and follow up with you.
- RSA can also run a report if you are unsure which cataloging codes you have been using.
- Please note you cannot remove cataloging codes, including item types, from the WorkFlows menu unless those codes are no longer assigned to any items in the collection.
- Removing a code still assigned to items will result in asterisks displaying for that code on the WorkFlows call number/item screen.
- Contact the RSA Help Desk if you want to remove cataloging codes, so we can provide you with a report of the items assigned those codes. You can then assign different codes to them or delete/discard the items from WorkFlows.

Cataloging Playaway Kits

Playaway kits, also called Playaway Bookpacks, “bring together the simplicity of our all in-one audiobooks and print books to deliver a fun and educational read-along experience for people at every age and reading level” (from the [Bookpacks benefits sheet](#)).

Example: *Duck on a Bike* (OCLC title control number o852423760)

Label	Tag	Ind.	Contents
Local holdings	049		JBFF
Title	245	00	Duck on a bike : band other favorite stories.
Edition	250		Unabridged.
Physical description	300		1 audio media player (approximately 30 min.) : bdigital, HD audio : c3 3/8 x 2 1/8 in. + e3 books
Content Type	336		spoken word bspw 2rdacontent
Content Type	336		text btxt 2rdacontent
Media Type	337		audio bs 2rdamedia
Media Type	337		unmediated bn 2rdamedia
Carrier Type	338		other bsz 2rdacarrier

Please use the KIT, KIT-J, or KIT-SPEC item type because these items consist of multiple formats -- a Playaway media player and books.

Reach out to help@rsanfp.org for help getting started with a kit item type or to check your existing circulation and hold rules for kits.

Tips for Identifying Pirated Movies

- A pirated item can be a video recording, book, music, audiobook, or any other copyrighted item that is illegally produced and available for purchase without permission from the copyright owner.
- Just because a DVD or Blu-ray is sold on Amazon does not mean it is a legitimate copy.
 - If the item on Amazon says "sold" and "shipped" by Amazon, it is usually legitimate.
 - If the item is sold by a third-party seller, it may not be legitimate. Items sold by third-party sellers are not verified by Amazon.
- If your library is purchasing a new DVD or Blu-ray for the collection, you may want to research online if it has been officially released on disc before you buy it, especially if you know the title is available via a streaming service.
 - This web site is a helpful resource when determining if a movie has been released on disc:
<https://www.dvdsreleasedates.com/>

Tips for Identifying Pirated Movies

- Apple Studios, for example, does not usually release its films on DVD or Blu-ray. They are only available via its streaming service.
- If your library owns a pirated movie, please delete or discard it from WorkFlows to ensure we are following the [RSA Policy for Pirated Items](#), avoiding legal liability for both your library and RSA.
- If you come across a pirated item in WorkFlows or it arrives at your library to fill a hold, please report it to help@rsanfp.org , following the instructions in this [procedure](#). RSA will work with the owning library to verify the item is pirated, then ask the library to delete or discard it from WorkFlows.

Tips for Identifying Advanced Reader Copies (ARCs)

- Advanced Reader Copies (ARCs) are intended for use only by library staff to review items that will be released soon, to decide if the items would be helpful to buy for the library's collection.
- ARCs are for review purposes only. They are not allowed to be sold or added to the regular library collection.
- ARCs are most often books but can be items of any other format. Terms such as these often appear on the ARC:
 - Advance copy
 - Galley
 - Proof
 - "Uncorrected"
 - Mention that lending or circulation is not allowed

Tips for Identifying Advanced Reader Copies (ARCs)

- If your library owns an ARC, please delete or discard it from WorkFlows to ensure we are following the [RSA Policy for Advanced Reader Copies](#), avoiding legal liability for both your library and RSA.
- If you come across an ARC in WorkFlows or it arrives at your library to fill a hold, please report it to help@rsanfp.org , following the instructions in this [procedure](#). RSA will work with the owning library to verify the item is an ARC, then ask the library to delete or discard it from WorkFlows.
- RSA monitors WorkFlows for ARCs but finding these items can be difficult if they are cataloged on records that describe the official publication. Your help reporting ARCs to the RSA Help Desk is much appreciated so we can avoid these items in WorkFlows.

ISBN vs. UPC Preference for Brief Records

If the item is a binge box, Blu-ray, DVD, or music CD, and both an ISBN and UPC appear on the item:

- Prefer the UPC for the 024 and title control number fields.
- No need to enter the ISBN on the brief record.

If the item is a book, book on CD, Playaway, Vox, or Wonderbook, and both an ISBN and UPC appear on the item:

- Prefer the ISBN for the 020 and title control number fields.
- No need to enter the UPC on the brief record.

Steps 5a, 5c, 6a, and 6c in the [Creating a Brief Record Guide](#) have been revised to reflect this information.

Unauthorized Author Fields on Brief Records

Example: *The Dying Place* (title control number i9781667206448)

.. Label	Tag	Ind.	Contents
ISBN	020		9781667206448
Personal Author	100	1	COX, CHARLY ?UNAUTHORIZED
Title	245	14	THE DYING PLACE
General Note	500		Series: Alyssa Watt #5
Cataloger Email	592		vmpl@casscomm.com
Held by	596		VRGINIA-PL

- If UNAUTHORIZED automatically appears after the author’s name in a brief record’s 100 field, there is no authority record in WorkFlows to control that name to the authorized form found in the Library of Congress authority file.
- RSA will eventually import the authority record for that author when authority processing resumes.
- No need to report the unauthorized heading to the RSA Help Desk.
- The unauthorized name will continue to be searchable in WorkFlows and the RSAcat.
- Step 5d in the [Creating a Brief Record Guide](#) has been revised to reflect this information.

Upcoming Basic WorkFlows Cataloging Workshops

Friday, October 25, 2024

9:00 am – 1:00 pm on Zoom

Registration is available [here](#).

Registration deadline is October 11 at noon.

Thursday, November 21, 2024

12:00 – 4:00 pm on Zoom

Registration is available [here](#).

Registration deadline is November 7 at noon.

Tuesday, December 17, 2024

9:00 am – 1:00 pm on Zoom

Registration is available [here](#).

Registration deadline is December 3 at noon.

Basic WorkFlows Cataloging Workshops are also listed on the [Cataloging At-A-Glance cheat sheet](#) or check the [L2 calendar](#).

Additional Basic WorkFlows Cataloging Workshops will be scheduled in 2025, posted on L2, and announced on the RSA email forums.

Homosaurus Heading Requests

- At its August 1, 2024 meeting, the RSA Board of Directors approved the [policy](#) for the RSA cataloging department to start assigning Homosaurus headings to OCLC records.
- [Homosaurus](#) is an international linked data vocabulary of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) terms. These terms can be used as subject and genre headings on OCLC records, supplementing Library of Congress Subject and Genre Headings and other controlled vocabularies.
- Homosaurus headings increase access points on records and improve discovery of materials for the LGBTQ+ community in WorkFlows and RSAcat. Homosaurus makes LGBTQ+ materials easier to find using terms that patrons use.

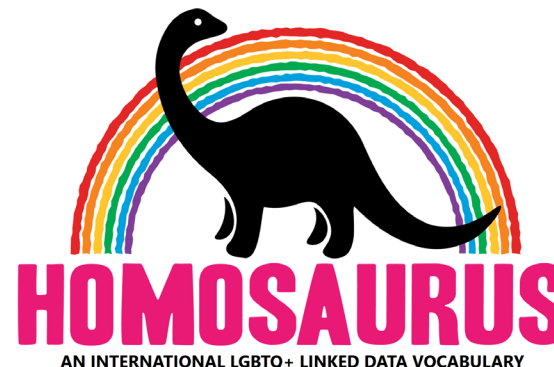


Image credit: <https://homosaurus.org/>

Homosaurus Heading Requests

- Libraries are encouraged to email help@rsanfp.org if they have an LGBTQ+ item they would like RSA to examine to see if Homosaurus subject and/or genre headings can be added to its OCLC record. RSA will ask libraries to send the item in delivery so we can have it in hand. Once RSA adds the headings, we will return the item to the library.
- Homosaurus headings use the source code |2 homoit in the 650 and 655 fields on OCLC records. These headings appear as unauthorized in WorkFlows because there is no authority file to control them, but they are still searchable in both WorkFlows and the RSAcat.

Example: *Never silent : ACT UP and my life in activism* (OCLC title control number o1240210962)

Subject term	650	7	LGBTQ+ activists. 2homoit ?UNAUTHORIZED
Genre index term	655	7	LGBTQ+ biographies. 2homoit ?UNAUTHORIZED
Genre index term	655	7	Gay biographies. 2homoit ?UNAUTHORIZED

Large Print Item Cat 3 Trouble

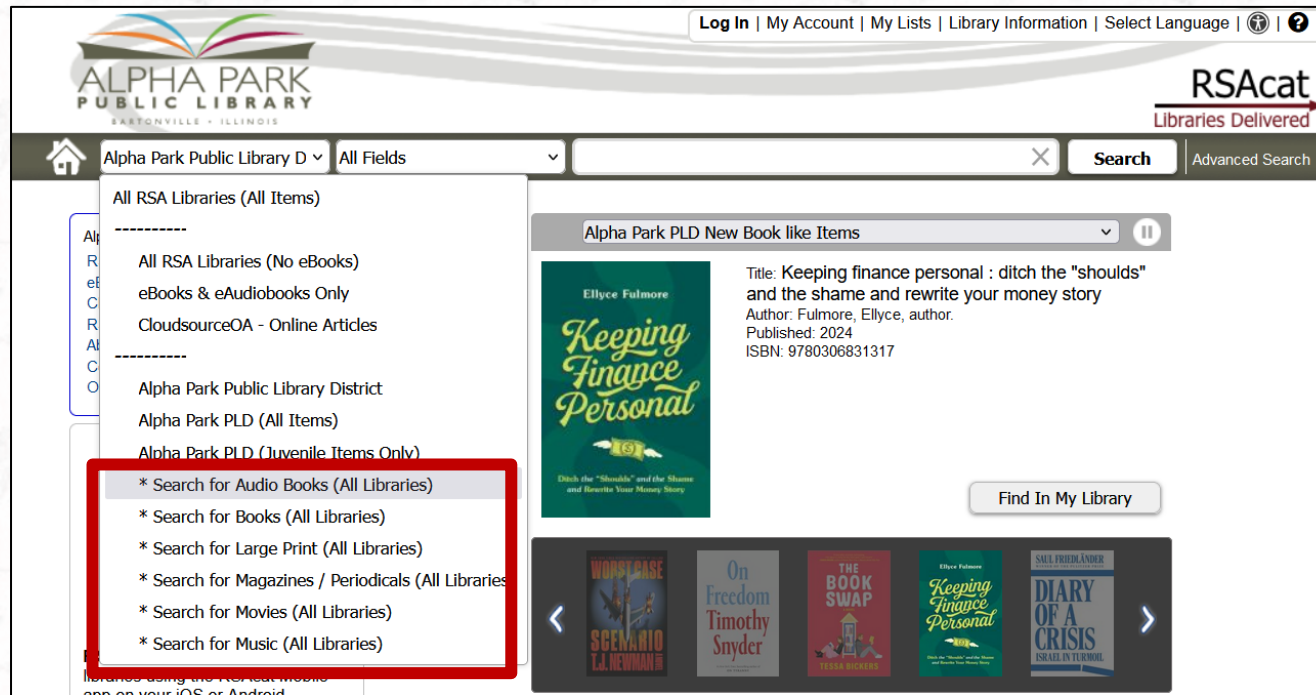
- Early each day RSA automatically runs an item cat 3 script that touches every item cataloged or edited since the script ran the day before.
- On the 13th of each month, the item cat 3 script touches every item in WorkFlows regardless of when it was last cataloged or edited.
- The script makes sure each item is assigned the correct item cat 3 code based on its item type. When determining items to be assigned the BRAILLE and LARGEPRINT item cat 3 codes, the script looks at the record's bibliographic description.
- An item assigned the LARGEPRINT item cat 3 is first set to the BOOK item cat 3 by the initial section in the script. Most large print items in WorkFlows are assigned the BOOK, N-BK, or N-BK-H item types, which all map to the BOOK item cat 3 in the script.
- Then the script moves further along to the large print section in its coding. It finds that item matches the criteria of large print based on the Repr fixed field value and the physical dimensions in the 300 field on the bibliographic record.
- As a result, the script edits the item from the BOOK to LARGEPRINT item cat 3. This process happens repeatedly each time the item cat 3 script runs.

Large Print Item Cat 3 Trouble

- Incorrect numbers of large print items are sometimes returned when searching by the LARGEPRINT item cat 3 in Item Group Editor, the Call Number & Item Maintenance “pickaxe” advanced search, running BLUEcloud Analytics item cat 3 counts, or searching RSAcat.
- The problem stems from WorkFlows indexing not being updated after the script changes the item from the BOOK to the LARGEPRINT item cat 3 each day. The indexing trouble is sporadic, not daily.
- To stop the indexing trouble, RSA is looking into reconfiguring the item cat 3 script to ignore any item already assigned the LARGEPRINT item cat 3. This reconfiguration would avoid the script first editing that large print item to the BOOK item cat 3, then editing it to the LARGEPRINT item cat 3, and indexing trouble potentially occurring along the way. Reconfiguring the script may take time due to its complexity. RSA plans to ask SirsiDynix to help.
- Manually assigning the LARGEPRINT item cat 3 will become especially important as you catalog large print items. If reconfigured, the script will not be checking these items to make sure they are assigned the LARGEPRINT item cat 3.

Large Print Item Cat 3 Trouble

The item cat 3 code powers the “search for...” format searches in the RSAcat, so making sure the item cat 3 is correct as you catalog an item is very important.



The screenshot shows the RSAcat search interface for Alpha Park Public Library District. The search bar contains "Alpha Park Public Library D" and "All Fields". A dropdown menu is open, listing various search filters. The filter "* Search for Large Print (All Libraries)" is highlighted with a red box. Other filters include "All RSA Libraries (All Items)", "All RSA Libraries (No eBooks)", "eBooks & eAudiobooks Only", "CloudsourceOA - Online Articles", "Alpha Park Public Library District", "Alpha Park PLD (All Items)", "Alpha Park PLD (Juvenile Items Only)", "* Search for Audio Books (All Libraries)", "* Search for Books (All Libraries)", "* Search for Magazines / Periodicals (All Libraries)", "* Search for Movies (All Libraries)", and "* Search for Music (All Libraries)".

The main search results area shows a book titled "Keeping finance personal : ditch the 'shoulds' and the shame and rewrite your money story" by Ellyce Fulmore, published in 2024. The book cover is visible, along with the title, author, and ISBN (9780306831317). A "Find In My Library" button is present below the book details.

Status of OCLC Holdings Manager (OHM) Updates

- OCLC Holdings Manager (OHM), the process used to batch update RSA libraries' holdings each month in OCLC, transitioned to new backend processing this past spring.
- SWAN, the consortium that developed OHM and runs it each month for RSA, recently encountered trouble trying to update holdings for the RSA membership.
- SWAN has been working with OCLC on RSA's behalf to troubleshoot the issue.
- RSA will post to the Cataloging email forum once OHM updates have resumed.
- In the meantime, you may notice items cataloged in WorkFlows do not have their holdings updated in OCLC. You may also notice items discarded or deleted from WorkFlows do not have their holdings removed in OCLC.
- Thank you for your continued patience as we get back on track with OHM!

Thank you for joining us today!

Questions about what we discussed?
 Please reach out to the RSA Help Desk:
help@rsanfp.org
 1-866-940-4083

See you at the next RSA Cataloging Chat!
 Wednesday, January 29, 2025
 1:00 – 3:00 pm on Zoom
 Register [here](#).



Image credit: <https://clipart-library.com/clipart/happy-autumn-cliparts-6.htm>