



Cataloging Task Force Meeting

February 11, 2025

2:00 pm

[Zoom Link](#)

ATTENDEES

Becky Lashinski, Deni Buendorf, Olivia Olson, Emily Soltis

Absent: Gretchen Dowdy

AGENDA

- [Regional Cataloger Option](#)
 - Expectations for Regional Catalogers
 - Who can catalog?
 - How much are you cataloging?
 - Are you participating in cleanup efforts?
 - Are you following regional procedures?
 - What happens when you don't (big stuff or consistent errors on small stuff)?
 - Anything else from the charge?
- [Cataloging Policies/Procedures](#)
 - Multiple bibs/one work
 - Title changes
 - On order records/[brief bibs](#)
 - Series
 - Subject/genre concerns
 - Fixed fields

- [SELCO basic cataloging service](#)
- Next steps
 - Next meeting date?
 - Thurs Feb 20 - 2-3
 - Tues Feb 25 - 2-3
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 - How are we gathering feedback/reporting out (pre-April ILS user group meeting)
 - Regional Cataloger Option

NOTES

Regional Cataloger Option

Deni - want us to be very thoughtful about how we word something, be careful so we're not taking away permissions. People's job descriptions are hired to catalog, so we need to be careful of that, too. Something in Cat Pract Guide: permissions are set by the library, have been vetted. These skills are best acquired through an MLIS, ALA course, etc. Are we going to keep the Cat Pract Guide and permissions.

Olivia - we have to trust that if someone is hired with cataloging in their job desc, they should have that permission.

Emily - I like having the local librarian determine who is qualified at their library. We have to trust that we're doing that.

Deni - I also don't know how Evergreen is going to work, but I see there is still the ability to add items, edit Marc record.

Emily - teaching "why" is the hard part. Hoping we can see who is doing what with the records, that should help, and be easier to track. I noticed in training they say searching is only as good as your cataloging. It makes me hope and think that we are going to have more clear rules and choices, and how our cataloging is affecting patron searches.

Becky - what I'm hearing you all say so far is this group should not be who should be cataloging, that should be left to the local librarian?

Olivia - sort of. I think the local librarian hiring someone should be the first check box?

Deni - if a library says Deni has the requirements to sign off on cataloging permissions. We should still use the selco created guide and permissions. Checks and balances should be done by the group, maybe as a round 2.

Becky - where we have had friction in the past is not every local library has the same staff standards throughout the region. Very disparate level of tech/ILS competencies. Where I start to get nervous about saying the local librarian hires someone, the work we do in the shared catalog affects EVERYONE who uses it. What happens when Library A says this person is perfectly competent to catalog, but Library B says that person is not at all competent.

Any experience is good, but when you are talking about shared records, you have to have guardrails

Deni - I don't think we're suggesting that we wouldn't [have guardrails]. We'd have a document to sign off on.

Emily - I'm kind of unclear. Your list of requirements would be MLIS, ALA course, 3 years of experience?

Olivia - As our baseline criteria. You've been hired by your local lib to catalog. So we assume you have [one of these 3 things]. Then you move on to Step 2. Here are the SELCO specific things - take Evergreen catalog training, join catalogers group, sign off on all the selco things.

Emily - the problem is we assume every librarian think they know who is qualified to catalog. I don't think we can assume they have any training, even if they are hired to do cataloging.

Deni - yes, just because they're hired for it, doesn't mean they can do it.

Becky - I hope that having those requirements would make it likely they will do a good job.

Emily - I feel like having these requirements, that ALA course is not a huge requirement. It only gives a base, we'd know that at least everyone has the base.

Becky - I want to reiterate that THIS IS AN OPTION. No library has to have anyone cataloging, because SELCO can do the cataloging. I think we back that up by going to ILS user agreement. Each lib gives up some autonomy for the shared greater good. I think the baseline may or may not come from a local librarian.

Deni - what if SELCO won't provide the option any more.

Becky - that will never happen. The top 3 bullet points - committed to having a trained cataloging librarian, having a form for submissions for items for cataloging, and...

Deni - I don't think any libraries will change from having selco do cataloging to having an in house cataloger.

[example of a small library, only cat 10 books a month, makes multiple mistakes. How do we address that? We don't want to be like Kirby. But we should be able to talk about it in our group.]

Accuracy is nice, important, getting materials to patrons asap, but we are not an ER.

We can make the required options clearer (ALA course or an equivalent). But something that still hits the core competencies - what the profession as a whole should have.

Should we write specific ALA competencies in there? Library coursework?

There's also room to say - if you're unsure if you meet these qualifications, reach out and talk to a member of the committee. You do need to come to the table with something.

Going forward, if someone wants to put cataloging in a job description - this is what we mean by cataloging.

3 years seems arbitrary. There has to be an experience option. ALA course plus some experience?

Regular amount of time spent cataloging for at least a specific amt of time?

There are ways to accommodate someone who is ready, willing and able to catalog while still putting some guardrails on. I would hope anyone who is interested has availability and know-how.

I love the idea of quality control. Start cataloging, and have someone check your work for awhile.

Evergreen trainings come into the next tier - specific to our region.

Selco agreement is being replaced with what we are writing now.

Should we require being part of the cat group? Maybe you could say regular attendance. Could be recorded or notes available. Regular attendance, but if can't record or notes. Might be some language in ILS user group for attendance requirements.

Keep a shared doc of problems, etc of your cataloging. Add fixes for problems after each meeting. Require that to be read.

Set up a new listserv/shared drive for cataloging group moving forward.

We should prob meet next week or the week after, take a min to read through the current [Cat Standards for Horizon libraries](#) - see what should be included in the new option.

Who is sending to libs to get feedback, getting it before April ILS users group

Thurs Feb 20 - 2-3

Tues Feb 25 - 2-3

ACTION ITEMS

1. Look over the current Cataloging Standards for Horizon Libraries, and see what we need to capture in the new Regional Cataloger Option
2. Think over expectations for regional catalogers, what still needs to be added?
3. Who is sending this rough draft to the libraries, how are we gathering feedback from libraries?

NEXT MEETING & TOPICS

Continue to work on Regional Cataloger Option and Practices/Procedures refinements.

Talk about ILS User Group presentation