Automation Committee
Agenda Packet

SAN JOAQUIN VALLEY LIBRARY SYSTEM
2420 Mariposa Street
Fresno, CA 93721
559-600-6256

July 17, 2024	Online via Microsoft Teams	10:00 a.m.

Enclosed are the agenda and prepared attachments for this meeting.

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Coalinga-Huron District Library: 305 NORTH 4TH ST, COALINGA CA 93210

Fresno County Public Library: 2420 MARIPOSA ST, FRESNO CA 93721

Kern County Library: 701 TRUXTUN AVE, BAKERSFIELD CA 93301

Kings County Library: 401 NORTH DOUTY, HANFORD CA 93230

Madera County Library: 121 N. G ST, MADERA CA 93637

Mariposa County Library: 4978 10TH ST, MARIPOSA CA 95338

Merced County Library: 2100 O ST, MERCED CA 95340

Porterville City Library: 15 E. THURMAN AVE. SUITE A, PORTERVILLE, CA 93257

Tulare County Library: 200 WEST OAK AVE, VISALIA CA 93291

Tulare Public Library: 475 NORTH M ST, TULARE CA 93274

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AGENDA

A. COUNCIL OPENING

1. Call to Order
2. Introductions
3. Adoption of the Agenda
4. Public Comment – The Public may comment on any items relative to SJVLS and not on the agenda.

B. APPROVAL OF MINUTES OF MAY 15, 2024 (ATTACHMENT 1)

C. ITEMS FOR DISCUSSION AND ACTION

1. DISCUSSION: 2021 Category 2 Project Update – Wymer
2. DISCUSSION: MFA for Office365 – Wymer
3. DISCUSSION: Updating Cataloging Policy – Wymer (Attachment 2)

D. STAFF REPORTS

1. Senior Network Systems Engineer
2. System Administrator

E. CALENDAR ITEMS

1. Set the date and agenda building for the next meeting, tentatively September 18, 2024 at the Tulare Public Library.

F. ANNOUNCEMENTS

1. Committee members are invited to share items relating to collaboration, innovation, and professional development of interest to the Committee.

G. ADJOURNMENT

SAN JOAQUIN VALLEY LIBRARY SYSTEM
Automation Committee Meeting
May 15, 2024

DRAFT MINUTES

A. CALL TO ORDER

1. The meeting was called to order at 10:01 a.m. by Chris Wymer

B. ROLL CALL AND INTRODUCTIONS

1. Roll call was conducted.

    i. PRESENT

        1. Yonne Galvan (Coalinga-Huron), Kristie Pratt (Kern), Brian Martin (Kings), Sarah McIntyre (Madera), Smruti Deshpande (Merced), Anthony Arellano (Porterville), Faythe Arredondo (Tulare County), Sheri Haveman (Tulare City), Chris Wymer (Chair)

    ii. OTHERS PRESENT

        1. Kevin Nelson (SJVLS), Mike Drake (SJVLS), Aaron Lusk (SJVLS), Logic Vang (SJVLS), Heidi Clark (Tulare City)

    iii. EXCUSED
        1. Tiffany Polfer (Fresno)

C. ADOPTION OF THE AGENDA

1. Pratt (Kern) motioned to adopt the agenda.
    i. Deshpande (Merced) seconded the motion.
    ii. The motion passed.

D. PUBLIC COMMENT

1. There were no comments from the public.

E. APPROVAL OF PREVIOUS MEETING MINUTES

1. Pratt (Kern) motioned to adopt the minutes as distributed.
    i. Martin (Kings) seconded the motion.
    ii. The motion passed.

F. PROJECTS FOR DISCUSSION AND ACTION

1. Pre-Notification of Borrower Purge – Wymer
    i. Wymer informed the committee that Fresno County has requested a list of borrowers that would be purged in the upcoming inactive borrower purges. Their goal was to send a notification to the borrower that their

        account was going to be deleted and offer them a chance to reactivate their accounts.

   ii. Given that this request would require SJVLS to generate the full list of patrons that meet purge criteria, Wymer proposed extending the same notification to any borrower in the system that also has an email address in their borrower record.

  iii. Wymer would generate the list of patrons approximately 30 days before the purge happens, then generate a second list of those accounts with an email address. Using JT Mail, Wymer will create a notification message and send it to the patrons. He informed the committee that to prevent gmail from labeling SJVLS as "spam", we only send an email once every 5 seconds. As a result, it may take a few days to send all of the patron purge notifications.

  iv. McIntyre asked if the only patrons that would be notified are those with emails. Wymer said that it would only be through email, because SJVLS did not want to incur the postage costs associated with printing and mailing physical notices, and there is not a recording in Telemessaging for this type of notice.

  v. Pratt asked if it would be possible to send an example of the email notice, so they can share it with staff before its sent.

  vi. Arellano asked if using resources like Hoopla or OverDrive would prevent them from being deleted. Wymer said if the resource updates the patron's last authentication date, then they'll be fine. Pratt mentioned that they've seen some resources that do not. Wymer will double check.

  vii. Arellano (Porterville) motioned to approve sending patrons a notification that their account would be deleted.
1. Martin (Kings) seconded.
2. The motion passed.

2. FY 2024-2025 Meeting Schedule – Wymer
   i. Wymer presented the proposed Automation Committee meeting schedule for fiscal year 2024-2025. There were no changes or problems identified.
   ii. Arellano (Porterville) motioned to approve the meeting schedule.
      1. Deshpande (Merced) seconded.
      2. Motion passed.

3. CLSA Plan of Service Metrics – Wymer
   i. Wymer informed the committee of a change to the State Library's Plan of Service forms starting next fiscal year. The change requires cooperative system to begin demonstrating that their activities funded with CLSA funds align with stated community needs and aspirations to serve underserved communities in their service area. It also requires cooperatives to create metrics that demonstrate the success of the activity funded through CLSA.
   ii. SJVLS uses CLSA funds for delivery services to move materials between member library systems. Delivery services are the most cost-effective use of CLSA funds, since system delivery significantly expands access to materials for all member library systems, especially library locations in remote and rural parts of the system.

    iii.   For metrics to demonstrate the effectiveness of delivery services, Wymer proposed creating a report that showed the number of bibliographic records each member library system gains access to through SJVLS membership. So, it would be something like "Coalinga-Huron gains access to an additional 175,000 titles as a result of membership in SJVLS." Wymer also proposed creating a daily process to track the number of holds going to a jurisdiction where the jurisdiction does not own a copy of the title. This would allow us to report on the number sent for the year at the end of the year and demonstrate whether the use of funds was cost-effective.

    iv.   Wymer then shared that the Governor's May revision of the budget included cutting CLSA funding by 50%. If the cut becomes official, SJVLS will not be able to fully fund delivery, and may need to consider alternative uses of CLSA funds. If we were to move forward with funding a different activity, the metrics we need to track would be different.

    v.   Arellano asked if creating a separate report to track the number of holds where the receiving location did not own a copy was necessary. SJVLS already reports on the number of materials sent between members each quarter. Clark mentioned that tracking when members gain access to materials they would not have had access to otherwise, helps member libraries tell the story of the value of SJVLS membership, and can be useful when justifying membership dues to stakeholders.

4.   Cataloging Transition – Wymer

    i.   Wymer provided an update on the cataloging transition. Copy cataloging training is schedule for next week on May 21 and 22. Wymer divided the training into two days, because of the amount of content to cover. A 4-hour training on a single day would have been difficult to schedule and condensing the training into 2 hours would be challenging to cover everything.

    ii.   The first day is going to be focused on a general introduction to cataloging and MARC records. He'll then provide an overview of Connexion, so staff are familiar with the interface. He'll then go through and have staff get their Connexion client configured, and he'll finish with an overview of how to search for records. Staff will have 10 practice exercises to complete before the next day.

    iii.   The second day will begin with a review of the practice exercises. Wymer will then provide a review of SJVLS's bibliographic standards, and then cover how to select the right record to export. From there he'll review how to modify records to meet SJVLS's requirements, and how to export the record from WorldCat. He'll then cover importing the record into Horizon, including import sources. He'll finish with a review of common mistakes, how to fix them, and a review of useful tools.

    iv.   Wymer then provided an update on the Original Cataloging RFP. SJVLS received two bids, one from OCLC and one from Backstage Library Works. Based on the proposed pricing, the Cataloging Committee proposed awarding the contract to Backstage. OCLC's pricing and requirements were difficult for SJVLS to work with. Their pricing was significantly higher than Backstage, and required all items be mailed to them, or we would be charged an additional fee. They also required a

minimum of 200 records per year, which is more than SJVLS has originally cataloged yearly in the last 5 years. Lastly OCLC did not support some of the languages the members said they would potentially need cataloged.

    v. Backstage was able to work with our full list of languages, and their pricing was significantly cheaper than OCLC's. They were willing to work solely with digital surrogates, so items would not need to be mailed to the vendor. The only potential issue was that they require a single point of contact, so all cataloging requests need to go through SJVLS staff.

G. STAFF REPORTS

1. Senior Systems Network Engineer
   i. Nelson informed the committee that the PC Order was submitted. The model of barcode scanner that we've ordered in the past was discontinued. He found a new model that supports scanning barcodes on digital devices, like phone screens.
   ii. He also informed the committee that he's continuing to work on the CENIC bids and WiFi Expansion project.
2. Associate System Administrator
   i. Drake gave an update on a recent project to delete ILL bib records for Fresno. He mentioned that if you have bibs that you need deleted, to mark the last item on it as withdrawn so that the kill item and kill bib process includes those records.
3. System Administrator
   i. Wymer provided an update on Mobile Printing. The quote was signed and returned to Envisionware. On May 28, Envisionware will train Logic in installing the service. Once he's trained, Logic will set up Fresno County's mobile printing instances, and then move onto the other members as well as providing training.
   ii. Wymer informed the committee that Horizon 7.6.1 was recently released. SJVLS will wait until after Summer Reading ends to schedule the upgrade.
   iii. Wymer provided an update on the new version of BC Mobile. At this time there isn't a date for general availability.
   iv. Wymer informed the committee that the library card order shipped yesterday. He'll let members know when the cards arrive.
   v. Wymer provided an update on the System Administrator job posting. There were 3 candidates interviewed. SJVLS offered the position to 2 candidates, but both declined.

H. CALENDAR ITEMS

1. Date and location for next Automation Committee Meeting
   i. July 17, 2024, at 10:00 am online via Microsoft Teams.

I. ANNOUNCEMENTS

1. Pratt announced that Southwest's closure has been extended until September 3, and due dates for items checked out from Southwest were extended. Pratt also announced that Kern has plans to expand branch hours soon.

J.   ADJOURNMENT

1.   There being no further business to discuss the meeting adjourned at 10:59 a.m.

DATE: July 17, 2024

TO: SJVLS Automation Committee

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Updating Cataloging Policy

DISCUSSION:

With the recent change to allow all SJVLS members to copy catalog their own materials, SJVLS needs to update our Cataloging Policy on the Addition of Bib Records to the SJVLS Shared Catalog. The current Policy is attached to this agenda item to help facilitate discussion.

SJVLS recognizes that at a minimum, sections need to be added that acknowledge each member library can copy catalog their own materials. SJVLS will also need to write a section that addresses how non-Cataloging Center libraries request records from the Original Cataloging vendor.

Questions to guide discussion:

1. What criteria does a new staff need to meet to be able to obtain permissions to copy catalog records?
2. Who reviews records imported by copy cataloging staff? Do they need to be reviewed?
3. What should happen when a staff member doesn't follow the cataloging guidelines?
4. What should happen when an entire jurisdiction doesn't follow the cataloging guidelines?
5. Are there any suggestions on how to order/layout the policy? Are there current sections that could be removed, or sections that should be added?

[Policy on Addition of Bibliographic Records to the SJVLS Shared Catalog.doc](#)

Addition of Bibliographic Records to the SJVLS Shared Catalog

1. Goals of the SJVLS Databases
2. SJVLS Cataloging Committee
3. Standards for Bibliographic Records
    a. Fast Adds and order records
    b. Preprocessing records
4. Non-Cataloging Center Library responsibilities
5. Cataloging Center Library Responsibilities
6. Criteria to be Certified as a Cataloging Center
7. Cataloging Center Reimbursement
8. Failure to adhere to System standard practices

SJVLS maintains a library automation system with a single bibliographic database, ValleyCat, shared by the entire system. The System strives to maintain the quality of the records in ValleyCat by supporting cataloging according to prevailing US standards. To promote this goal, the SJVLS has designated selected libraries to act as Cataloging Centers. The members are reimbursed from a cooperative cataloging budget for the work of adding quality bibliographic records to the system. All libraries are responsible for their own call numbers, item labeling and linking.

1. Goals of the SJVLS Bibliographic Database

The SJVLS database is created to provide a flexible, timely, comprehensible and cost-effective tool to support the operations of SJVLS and its member libraries. In order to accomplish this task, it must allow users from both the libraries and the general public to perform the following activities:

1.   Locate specific works of which characteristics such as the title, author, IS number (ISBN, LCCN, Barcode, etc.) or subject is known. Users should be able to use additional characteristics such as treatment and format to further describe the desired item.

2.   Create lists of materials which have specific characteristics in common (e.g. author, title, subject, format), while minimizing differences in terminology.

3.   Determine relationships (both similarities and differences) among materials according to a variety of characteristics.

4.   Explore subject fields, entering at various levels of analysis, from general to specific, with references provided to broader, narrower, and related topics.

5.   Enter the request through vocabulary common to substantial numbers of users, either specialized or lay.

6.   Find a formal description including listing of authorship, title(s), physical description, subject content, and other relevant details on any bibliographic unit listed in the most precise, specific, and consistent terms possible.

7.   Select from among all items in a category according to a variety of criteria (such as most thorough, most recent, least complex, etc.).

8.   Utilize a variety of complex searching strategies, such as multiple aspect (Boolean) searching, query by example, citation tracking, in addition to single aspect searching and browsing.

2. SJVLS Cataloging Committee

The role of the Cataloging Committee is to oversee the quality of the database, identify prevailing standards and provide guidance in applying those standards, establish best practices, and encourage current awareness of emerging standards and technologies for cataloging of library materials. The Committee accomplishes these goals through regular meetings, drafting of policies and guidelines, organization of training opportunities, and division of labor for large tasks such as review of new authorities and updating of authority records.   The Committee has voting members and contact-only members, based on a jurisdiction's ability to attend meetings and participate in oversight of the catalog. Committee decisions on cataloging practice are recorded in the Cataloging Procedures Manual.

3. Standards for Bibliographic Records

Bibliographic records loaded or created in ValleyCat should adhere to the prevailing US standards at the time of entry as identified by the Cataloging Committee. When a variation from these rules is in the best interest of serving our customers, it is approved by the Cataloging Committee and recorded in the SJVLS Cataloging Procedures Manual. Approved variations have included local GMDs (general material designators) and using existing records when a new one is technically required in defined situations. When cataloging rules (AACR2) conflict with Library of Congress Rule Interpretations, the Committee decides which practice SJVLS will follow. It is the responsibility of the library importing the record to ensure that it meets system standards.

a. Fast Adds, Order records, CIP and other "temporary" MARC records

Fast Adds are minimal records added at the time of need, usually by circulation staff to allow an item to circulate. The automated system has rules for treatment of Fast Add items and bibliographic records. In general those rules should never allow a circulation-added Fast Add to remain in the system "as is". It should either flag the item for full cataloging or delete the item and bibliographic record.

Bibliographic records for acquisitions are likely to be created or imported as brief MARC records or CIP records. It is expected that these incomplete records will be overlaid or merged with more complete/correct records upon receipt of item. It is the responsibility of the ordering library to ensure that brief records are replaced with complete bibliographic records using standard system cataloging channels.

Full MARC records imported from vendor order sites during the order process must be edited to meet system standards for bibliographic records. It is the responsibility of the importing library to check these records and make appropriate changes, or request assistance from a cataloging center.

CIP records should only be used for published items when a more complete record is unavailable. CIP records for works of fiction should be corrected to proper form for title, edition and collation as set forth in the Cataloging manual. CIP records for works of non-fiction should be re-searched and overlaid with a complete record when one becomes available or sent to a cataloger for correction/enhancement.

b. Preprocessing records from vendors

Member libraries may import MARC records from library materials vendors as part of a preprocessing contract where the vendor is expected to provide the item and MARC records "shelf-ready".

MARC records provided as part of a preprocessing contract are expected to meet SJVLS standards for Cataloging records.   Adherence to those standards should be clearly stated in the member's contract with the vendor. Whenever a vendor is preprocessing items to be added to an existing bibliographic record, they should use the System's existing record obtained via Z39.50 to prevent overlay of records already customize to meet local practices. Special import configurations may be required. Vendor-supplied cataloging should be periodically checked for quality by the member library. Because of the high potential for importing duplicate bibliographic records, vendor-supplied records are not eligible for reimbursement from the cooperative cataloging budget.

Libraries should always check with the system office when importing records from a new source. The library automation system should always be configured to strip out extraneous tags as part of the import process.

4. Non-Cataloging Center Library responsibilities

Staff responsible for linking newly acquired items shall be familiar with Cataloging Committee approved guidelines defining when it is appropriate to link to an existing record and when a new record is needed. At least one person in the jurisdiction will be familiar with basic MARC tags and cataloging rules sufficient to create a brief bibliographic record with ISBN, Author, Title, GMD, and publisher. When a new bibliographic record is required, this brief record will be entered in ValleyCat, and a copy will be printed and forwarded to a Cataloging Center accompanied by photocopies of information required to create a complete and accurate bibliographic record. At a minimum this shall include:

> Books: cover, title page, verso if it contains Cataloging in publication or other descriptive information about the work, and a note of the pagination, e.g. xvii, 459.

> Media: front and back of packaging, any inserts/booklets that describe the content/special features, number of discs/tapes.

Non-cataloging center libraries are responsible for upgrading of order records as noted in section 3.

5. Cataloging Center Library Responsibilities

The mission and scope of responsibilities for the Cataloging Centers were defined as follows:

The Cataloging Centers are being created to support the activities of SJVLS and its members. Principal goals of the centers are:

> 1. *To improve the quality of the SJVLS Bibliographic Database and reduce duplicate effort among the members by providing centralized, cooperative database production and maintenance.*

> 2. *To retain local control of item-level records to accommodate local differences among individual members.*

> 3. *To reduce costs by decreasing member reliance on bibliographic utilities.*

> 4. *to maintain appropriate files to facilitate sharing of SJVLS member resources with non-SJVLS institutions.*

Cataloging centers will:

1.   Acquire or produce bibliographic records meeting System defined standards and priorities for the SJVLS database as needed by members.

2.   Records will be provided for all formats of material (books, serials, government documents, pamphlets, cartographic materials, music, sound recordings, motion pictures, videorecordings, graphic materials, computer software) whether new acquisitions or retrospective conversion.

3.   Provide ongoing maintenance of the database, including deleting unnecessary records, detecting and merging duplicate records, and updating bibliographic information as necessary.

4.   Establish authority records for names, subjects, and titles (uniform titles and series titles) and provide references.

5.   Maintain authority control as needed by adding, deleting, or modifying headings, and/or references.

6.   Maintain appropriate files to facilitate sharing of SJVLS member resources with non-SJVLS institutions.

Cataloging centers will <u>not</u>:

1.   Provide local item records (Call#,location, etc.)

2.   Provide processing services (spine/pocket labels, covers, etc.).

3.   Provide catalog cards.

Cataloging Centers are responsible for inputting and maintaining quality bibliographic records in ValleyCat for their own titles and for titles submitted by non-Cataloging Center member libraries. Only Cataloging Centers are permitted to add permanent bibliographic records, merge records, or add/merge authorities. They are reimbursed for OCLC costs and staff time associated with contributing records to ValleyCat.

Cataloging Center staff search MARC record sources for the best and most complete match to the item being cataloged. Records from OCLC or other sources should be altered by Cataloging Center staff to meet SJVLS guidelines for bibliographic records. This includes changing GMDs to system approved language and checking fixed field coding.

When a complete record cannot be created by a copy cataloger using standard MARC record sources, the owning library may chose between three courses of action to be taken by the Cataloging Center:

1) Allow the Cataloging Center to continue to check for the item until a complete record is found (when a full record is likely to become available) and continue to circulate the item on the original minimal records created by the owning library; or

2) Send the physical item to a Cataloging Center for basic cataloging, to consist of descriptive cataloging and limited subject analysis, but not extensive cataloging or authority work; or

3) Pay a Cataloging Center to do full cataloging. (Payment may be arranged as a transfer of funds between Technology Reserve accounts).

The basic cataloging option is only available for English language materials. Non-English materials and some special formats require significant time from a professional cataloger.   In such cases, the cataloging costs are to be negotiated between the Cataloging Center and the member library. Options 1 and 2 are included in cost sharing through the SJVLS cooperative cataloging budget. Option 3 is an optional service paid in full by the owning library.

6. Criteria to be Certified as a Cataloging Center

In order to be certified as a Cataloging Center a library must meet the following criteria:

1. Employ a librarian familiar with current cataloging practice to perform any original cataloging work or extensive record changes, and to directly supervise staff who are copy cataloging
2. Support staff performing copy cataloging must work a minimum of 8 hours per week at cataloging tasks.
3. Maintain a cataloging account with OCLC
4. Be trained on use of the OCLC cataloging interface prior to initial Cataloging Center work. At a minimum this would include doing the online tutorials provided by OCLC.
5. Attend Cataloging Committee meetings (usually attendance is by the principal cataloger with copy cataloger as alternate)
6. Submit to peer review of cataloging work by another Cataloging Center at entry as a Cataloging Center and occasionally thereafter
7. Participate in on-going training including training provided by SJVLS, applicable OCLC cataloging workshops when held within the system area, or online training when available
8. Maintain accurate counts of items received from other libraries for cataloging
9. Treat materials from other libraries equal to one's own items both in quality of copy cataloging and prioritization of work.

Certification is recommended by the Cataloging Committee and affirmed by the Administrative Council. Changes in staffing at Cataloging Centers must be reported to the Cataloging Committee so that Cataloging Center status can be reassessed.

7. Cataloging Center Reimbursement

Cataloging Centers are reimbursed for OCLC charges and staff time relating to cataloging work. The OCLC bills of Cataloging Centers are submitted to SJVLS for reimbursement of the actual charges attributable to cataloging activity.

Copy Cataloging staff time is a set amount per record based on the following:

    - average time to search, correct/enhance, and download a record
    - cost of a Fresno Senior Library Assistant at step 5 (adjusted yearly)

Original Cataloging work, basic level, staff time is based on:

    -average time to create a basic record
    -average cost per minute of librarian catalogers (calculated every 3 years)

Original Cataloging work, full level, is not reimbursed as Cataloging Center work. Rather it is the responsibility of the owning library.

8. Failure to adhere to System standard practices

Failure to follow policies on bibliographic records will result in removal of the jurisdiction's ability to add or edit MARC records. After the first incident the library will be warned. On the second incident the jurisdiction will lose the ability to add or edit MARC records.

[Adopted 9/15/2006]