**ACRL-NJ/NJLA CUS Bibliographic Control and Metadata Committee**

**2020 Summer Online Meeting Minutes, Virtual**

**July 16, 2020**

**Present:** Colin Bitter (TCNJ, Chair), Sharon An (Rowan), Melissa De Fino (Rutgers), Martha Loesch (Seton Hall, minutes taker), Yuji Tosaka (TCNJ), Lisa Weissbard (NJIT), Jianrong Wang (Stockton), Joan Liu-DeVizio (Bergen), Debbie Pluss (William Paterson)

**Approval of Spring Meeting Minutes**

Spring 2020 meeting minutes approved with a few minor corrections.

**Chair’s Report (Colin)**Colin just began his chair service as of July 1. He requested that members submit their BCMC Round Robin reports to him. We proceeded with sharing our reports.

**Election of BCMC Vice-Chair and Chair-Elect**Still no candidates for vice-chair position and Colin is fine with serving solo until next Spring if  
necessary. The chair position is for two years, so perhaps a vice-chair can join him in 2021. Sharon An (outgoing chair) volunteered to serve as interim vice-chair in event Colin needs assistance. Will revisit vice-chair position in Spring 2021.

**Cataloging issues updates (Yuji)**See attached Word document at end of meeting minutes.

**Open discussion on cataloging/metadata issues**Discussion of mandatory furloughs at a number of colleges. Concerns regarding safety, cleaning procedures and airflow when we return to campus. Also lack of library representatives on university reopening committees. Requirement to sign COVID-19 code or pledge and take training course was discussed.

**New business**Colin suggested we disband the sign-in on our BCMC website for approaching meeting. Rather, email the chair if you cannot attend a meeting.

**Selection of next meeting date**

October 15, 2020 is the planned date with October 22 as a back-up.

**BCMC Cataloging/Metadata Update (Yuji)**

July 2020

**RDA/MARC**

RDA 3R Project

There is no change in the current timeline for the RDA 3R Project (i.e., the “RDA Beta” site to become the official new RDA Toolkit on Dec. 15, 2020, with the year-long countdown clock to be determined sometime in 2021, as announced by ALA Publishing and the RDA Board). No date has been set yet for implementation of the new Toolkit by the LC or PCC.

OCLC-MARC Bibliographic Encoding Levels

With April 2020 WorldCat Validation changes, OCLC is now implementing a first step to align OCLC-MARC encoding levels with MARC 21 encoding levels, namely, depreciating the use of the OCLC alphabetic encoding levels. While they may be still used and there is no timeline for eliminating them, OCLC now encourages libraries to begin using blank instead of I for full level cataloging and 7 instead of K for minimal level cataloging.

MARC 588 Field

In Bibliographic field 588 (Source of Description Note), PCC policy now allows CONSER participants to use First Indicators *0* (Source of Description) and *1* (Latest Issue Consulted) in CONSER records instead of keying in the corresponding text. (OCLC had implemented First Indicator values in 2014 to replace the spelled-out captions and prefers use of First Indicator values 0 or 1. LC systems could not properly handle 588 field indicators until late 2019.) OCLC is working with the LC to convert CONSER records to match the changes already made to non-CONSER WorldCat records.

**BIBFRAME**

The LC released new BIBFRAME 2.0 components for converting BIBFRAME data to MARC formats on May 1, 2020. To reduce dual metadata creation in BIBFRAME and MARC in the current LC BIBFRAME pilot, the LC worked on a converter that could adequately convert BIBFRAME descriptions to MARC records that could be loaded into the LC’s ILS. This converter is being shared with the community to help others carry out development and investigations of the linked data environment using the BIBFRAME 2.0 vocabulary.

BIBFRAME 2.0 to MARC Specifications.

MARC Conventions used in the conversion specifications (available at <http://www.loc.gov/bibframe/bftm>)

In the BIBFRAME to MARC conversion, it was occasionally necessary to make choices in the conversion. Additionally, the LC makes extensive use of URIs in BIBFRAME data and wished to avoid the loss of these URIs in the MARC version of a description. The following conventions were followed.

* The 008 and 007/00 and 007/01 values are converted but they are also duplicated in other places in the format where a URI for the value could be recorded.
* For data where MARC may have multiple locations for data, only one was usually chosen.
* For data where MARC allows options, choices had to be made. For example, Model B was selected for records containing non-Latin data rather than the Model A (URL <https://www.loc.gov/marc/bibliographic/ecbdmulti.html>). Thus the 880 field is not used in the records. This structure matches MARC Authority records that use Model B. Non-Latin data will appear in regular fields and there will be less transliteration of non-Latin data.
* For LCSH subject headings, the URI for the whole string precedes the string and the URI for a component follows the component to which it applies.
* Punctuation at subfield boundaries will not be inserted if it is not carried in the corresponding BIBFRAME element.
* URIs are carried in the MARC $0 subfields.

**Round Robin Reports**

**Rutgers (De Fino)**

The Law Libraries, located in Newark and Camden, were appended to our Alma instance in January. They had previously maintained a separate catalog. Central Technical Services worked with Law on data migration and training to facilitate the catalog append.

We are in the process of migrating faculty deposits from our locally developed SOAR system to Esploro, an ExLibris product. Our go live date for that is slated for mid August.

All Rutgers University Libraries are currently closed to the public and all staff and faculty have been working remotely since late March. We are planning to start a curbside circulation service called Click to Connect on August 3rd, as well as ILL. Staff whose work directly supports Click to Connect and ILL will be returning to campus July 27th. This will likely include a few staffmembers from CTS. Library faculty are exempt from returning to campus during this initial phase. Our return date is TBD.

Working remotely enabled us to complete a number of major projects, including database cleanup, cataloging finding aids for special collections, and digitization projects. We’ve also cataloged more streaming media titles than ever before, as demand for remote resources has increased during the lockdown.

We are under a hiring freeze, and our Assistant Head of Central Technical Services position was frozen along with all other open positions.

**Seton Hall University (Loesch)**

* Conducted a major weeding project of books (20,500 titles)
  + To keep collections more currant, but retain classic material
  + To provide increased collaborative space for students in Information Commons
* I contacted OCLC support about a major situation which arose when two fields for the call number suddenly appeared in our Local Holding Records (LHR) as we were cataloging material and the coding for the housing institution inexplicably changed. This created more work for the catalog staff as an LHR cannot be saved with two call number fields present. OCLC was not able to rectify the situation quickly, rather we had to wait over three months for their update to WorldShare Record Manager to resolve the issue.
* There was a 15% decrease in electronic dissertation, DNP (Doctor of Nursing Practice) final project and thesis submissions over last academic year.
* Msgr. Liddy requested that a Cardinal Newman collection be created and housed in the Lonergan Library. About 150 books were collected and cataloged for this new collection.
* With Acquisition staff member, Denise D’Agostino moving to the Interprofessional Health Sciences Library, the Collection Services supervisors and assistant dean met to discuss how Denise’s job functions would be transitioned to other staff members.
* When the corona virus forced a work at home directive, I had to ensure the Technical Services staff were issued university laptops and assign them appropriate work that could be conducted virtually. Later these staff members were furloughed by the university.
* Two members of the Technical Services Dept. were dismissed due to financial constraints predicated by the Covid-19 pandemic.

**Stockton University (Wang)**

**Library Reopen**

Stockton University is open with partial staff. In August, all staff are expected to return to campus. The library will provide curbside service with staggered staff in summer. In fall, students are expected to return to campus where the library will provide more services following the social distance protocol.

**Personnel**

The Cataloging Department welcomed its new member, Nicole Barnabei, as a Principal Library Assistant in January 2020. Nicole’s main job responsibilities are cataloging A-V materials and non-Library of Congress records. Her position is a replacement of a Technical Library Assistant.

**Cataloging**

Since March 18, 2020, staff in cataloging have been working on database maintenance projects such as cleaning up errors from the system migration. Due to budget constraints, there should be no major concerns regarding backlogs of new materials once we return to campus.

The Department takes this opportunity to conduct staff training. Areas include advanced editing skills, LC Classifications, serial records and A-V cataloging. The training is customized to fit staff’s cataloging levels, and reflected in staff’s daily work.

Submitted by Jian Wang

**NJIT round robin 2020 (Weissbard)**

We’ve been working at home since the middle of March. Some people have kept going in a day or two a week to do work that couldn’t be done at home. Support staff started back 1 week in-house, 1 week at home the last week of June. Reference staff and back-office librarians aren’t scheduled to return until phase 3 and will start at 1 day a week.

Our Director of Circulation and Associate University Librarian retired in August and September 2019. There is an interim Director of Circulation, but not an interim AUL. The positions were posted in January, but are now on hold due to budgetary constraints.

Our first year on Alma/Primo has gone pretty well. We still aren’t using Acquisitions. We had someone come to help with training on it for one session, the second session was canceled due to the pandemic and we haven’t moved forward with it.

**Bergen Community College (Liu-Devizio)**

Personnel: Our copy cataloger retired in October 2019. The position was approved to be filled in the Fall but was temporarily frozen due to COVID-19.

eTextbook: As 90% of Fall classes go online at Bergen Community College, we are developing new approaches to how we acquire online course textbooks. This work is hampered by textbook publishers who do not provide electronic purchasing options for libraries. We were able to purchase some (very few) etextbooks through GOBI (YBP) and found some titles from Safari ebook collection and OER materials. The library has created an eTextbook page in Libguide.

OER: The current plans of OER at BCC is to call for part-time faculty to implement rollout of OER texts over the next 3 years. This will be done for the top 20 GEN ED classes. The library sent out a survey to faculty during the Spring semester. Currently, librarians are working with interested faculty to build OER materials.

Library Reopening plans: The College has asked each department including the library to come up with reopening plans. Each department (Circulation, Media Service, Ref/BI, Tech. Services) in the library has submitted their plans to the Dean of the library. The Dean will review and submit the plans to the college the first week of August.

Project: nursing streaming videos in NJVID (Illumira). The college has uploaded many BCC production nursing tutorial videos to NJVID (Illumira). In order for nursing students and faculty easy access to these online videos, we started cataloging (all original cataloging) this collection in June 2020.

**TCNJ (Bitter)**

* Last fall we hired a part-time special formats cataloger, Sungmin Park.
* The Cataloging Department changed our name to Cataloging and Metadata Services.
* Between 2019 and 2020 we have had several reclassification and retrospective conversion projects, in addition to Alma cleanup. The Alma projects were numerous; some could be executed in batch, while others required manual treatment.
* In December 2019, we executed a homegrown OCLC reclamation to realign our holdings with WorldCat.

**County College of Morris (Cannizzaro)**  
 This has been a transition year for the Learning Resource Center at the County College of Morris. After a long stretch with the Polaris ILS, management thought it would be more cost effective to switch to OCLC’s WMS. Switching over has created its own set of workflows, and we spent the better part of the beginning of 2020 cleaning records and getting them ready for implementation, as many old records were either created on the fly or needed to be enhanced for our project manager.

Once we were set up, we spent quite a bit of time creating our reserve module, which provided a good excuse to complete some back-end housecleaning. Setting up subscription serials, getting the Knowledge Base up to speed, and many circulation details were fleshed out before we needed to shut down with the pandemic.

Fortunately, I am still able to perform many work-related tasks from home. Creating libguides, preparing classes for instruction, and enhancing our government document collection have kept me occupied most of the summer, although we do look forward to returning to campus in the near future.

Respectfully Submitted,

Regina Cannizzaro  
Coordinator of Technical Services

**Rowan University Libraries (An)**

Personnel:

The associate provost of the libraries left in May and we now have the interim associate provost who is also the director of Research Engagement and Scholarship in the library. All the positions have been put on hold due to the pandemic. If the Fall semester could go well with most students on campus, the university will start to recruit the associate provost of the library.

Projects:

Currently with everyone in technical services working remotely, various projects are going on including digital theses cataloging, ebook records enhancement, duplicate records resolution, database maintenance, authority control manual review, etc.

The library is going to form Discovery Committee which will focuse on discussion of the Primo display issues. There are some discussion about Alma new enhancement, new releases, new Alma and new Alma Metadata editor. The Staff members in those areas need to get familiar with those improved features in Alma.

Reopening

There are a lot of discussion about reopening recently and our medical school libraries have already opened and the mainly library started to provide curb pick-up a few weeks ago, which was commended by the university. The Provost has hosted a number of Q&A sessions regarding the reopening and the training sessions have been set up.

**New Jersey City University Congressman Frank J. Guarini Library (Almodóvar)**

The NJCU library is planning to reopen on August 10th. But Our director and many of the staff think this is too optimistic. The university took the opportunity to make some repairs to the HVAC system, which has delayed all the COVID 19 related modifications needed to safely return.

The budget had been flat for the past two years. But now it has been reduced by a large percentage. Because of this the library is not purchasing new materials, with just a few exceptions. We continue to offer Reference services using online resources, which includes our subscription to eBook Academic Collection. We do not catalog our eBooks, but instead rely on Worldcat Discovery to make them accessible.

We have also created a Libguide to Open Textbooks which we intent to promote among the faculty.