**Bibliographic Control and Metadata Committee**

**NJLA College and University Section/ACRL New Jersey Chapter**

**Summer Meeting (Virtual)**

**July 8, 2021**

**Minutes**

Present: Juan Almodovar (NJCU), Sharon An (Rowan), Colin Bitter (TCNJ, Chair), Mei Ling Chow (Montclair), Melissa De Fino (Rutgers), Imani Hardaway (William Paterson), Melissa Hofmann (Rider), Martha Loesch (Seton Hall), Debbie Pluss (William Paterson), Yuji Tosaka (TCNJ, Vice-Chair/minutes), Lisa Weissbard (NJIT)

**Selection of minutes taker**

Yuji agreed to serve as minutes taker. He also suggested that minutes taker be added to the official duties of the Vice-Chair.

**Approval of spring meeting minutes**

The minutes from the spring meeting were approved with no corrections.

**Chair’s report (Bitter)**

The VALE Users’/ACRL-NJ/NJLA-CUS Conference has been officially renamed the New Jersey Academic Libraries Conference. The name change is intended to increase the visibility, prominence, and reputation of this conference and to ensure that the content, audience, and subject of this conference is understood. The conference planning committee has sent out a survey to seek input on the format of the 2022 meeting. Colin encouraged the meeting participants to provide input in the survey before it closes soon.

**Round robin reports**

Participants shared regular annual round robin reports about each institution. The written reports will be posted on the BCMC website.

**Cataloging issues updates (Tosaka)**

Yuji shared reports on the new PCC policy on partial compilations of works by one agent, RDA news from PCC, OCLC WorldCat authority control project, and LC BIBFRAME transition.

**Open discussion on cataloging/metadata issues**

Diversity, equity, and inclusion issues: The participants discussed different local approaches to addressing outdated, problematic language in library catalogs. Discussions ranged from how to handle LCSH “Illegal aliens,” adding disclaimers about harmful language in bibliographic records, the implications of changing underlying MARC records versus making display changes and the potential impacts of each approach on search results, to the limitations in WMS libraries replying on the OCLC WorldCat database.

Open Educational Resources: Active discussion ensued on how each institution is providing access to OER titles for their users.

COVID-19 remote work experiences: The participants shared their experiences working remotely during the pandemic. Topics discussed included staff work productivity, whether physical materials or equipment were taken home, the shift to electronic resources, digitization of DVDs for electronic access, scanning of physical materials (e.g., print theses) for surrogate cataloging.

**New business**

Based on his suggestion made at the beginning of the meeting, Yuji agreed to draft a by-law change proposal to add meeting minutes to the list of regular duties for Vice-Chair, to be voted in the next meeting.

The participants agreed to have future discussion on whether the meeting should be made virtual, either entirely or partially, after the current pandemic is over.

**Selection of next meeting date**

The next meeting will be virtual and scheduled on October 21, 10 am.

**Round Robin Reports 2021**

**NJCU - Congressman Frank J. Guarini Library (Almodóvar)**

The library has been open to the public since the Fall of 2020. Last year we suffered a big loss. Sheila Kirven passed unexpectedly. She was our curriculum materials librarian and was absolutely beloved by the whole NJCU community. Also, one of our most experienced librarians, Michele Hoban, retired last Summer. But we are adjusting quickly. We are in the process of switching our ILS from Sirsi to WMS. We are on schedule to go live in August. The virtual training sessions have been a bit disappointing in my humble opinion. There has been very little interaction, and it is hard to learn with no hands-on time. But the migration has gone smoothly, and I think it is going to be a very good change for us.

We also made a big switch to using LibAnswers and LibChat for all our virtual services. It has made our reference services much easier to handle.

It was a pleasure to see you all at the meeting. Have a great rest of the Summer!

**NJIT (Weissbard)**

We hired Gordon Xu as the new Associate University Librarian for Scholarly Communication and Technologies. He started in January and worked remotely from Michigan until June.

We still have an Interim Director of Circulation and Interlibrary Loan. That position is being redefined as an Assistant University Librarian and will include overseeing reference when the position is posted (hopefully in the fall). The director of reference left this spring. We are still short a reference librarian.

We were the first academic library in NJ to open after the shutdown in 2020. We opened for curbside pickup the third week of June (which was used only once or twice in a year). The library opened to students, faculty, and staff July 6th for 30 hours a week with a limited building occupancy capacity. Support staff started working in-house 5 days a week every other week. Admin worked in-house 2 days a week. Librarians worked from home. At the beginning of September, our hours expanded to 53.5 over 7 days. Librarians started working 50% in-house and admin worked in-house 3 days a week. Hours expanded again in November and support staff started working 100% in-house. Librarians moved to 70% at the end of June 2021 and everyone will be 100% starting August 1st.

**Rider University (Hofmann)**

Library faculty may work remotely through August 31st. Library staff have been working staggered shifts since last fall, but all staff are returning to more fully in-person work in early August. The University is allowing staff non-hourly employees to work remotely up to three days a week, depending on duties and supervisor approval. In accordance with the new work environment, library faculty have proposed plans for regular remote work moving forward.

All students are required to be vaccinated. Fully vaccinated faculty are not required to mask or social distance; unvaccinated faculty are required to mask and social distance in indoor spaces. While open to all Rider University students, staff, and faculty, the Libraries remain closed to community members.

Rider University’s Associate Provost & Legal Counsel has acted an interim library dean since January 2021 when our previous dean left; the University currently has no plans to hire a permanent Dean of University Libraries. We have had two library faculty retirements (June 2020 and June 2021) with no current approval to hire these lines. Talbott Library, which moved into the Moore Library building last summer, has different hours than the main library due to being understaffed and unable to hire. This coming academic year will be the first time the two libraries will be fully occupied in the same building.

**Rowan University Libraries (An)**

Personnel:

The university is in the process of recruiting the library associate provost position. In the past year, the library director of Research Engagement and Scholarship has served as the interim associate provost for the library. We have three librarians who retired by the end of this past June and another librarian will retire this September this year. We are not sure when the positions will be filled.

Projects:

Most of the library staff have been working remotely most of the time in the past year. Various projects are going on including digital theses cataloging, authority work, ebook records problems solving, inventory of print collections, some other cataloging projects, etc.

The library has formed the Discovery Committee which focuses on discussion of the Primo display issues. There are a lot of topics under discussion and resolution. Some of the library System Committee members are also the members of the Discovery Committee. We often discuss about Alma/Primo new releases and new enhancement features and get familiar with some of those improved features in Alma/Primo.

Returning to the office:

As far as we know, in the Fall semester, most of the classes will be taught in the classrooms and the library staff will work more hours in the office according to the nature of their jobs. The university has implemented the Covid-19 vaccine incentive program to encourage more people to get vaccinated.

**Rutgers (Weber)**

VP/UL Krisellen Maloney stepped down after six years, is taking a year's sabbatical and will return to the faculty. Consuella Askew is the interim and Rhonda Marker is interim at Dana Library in Newark. There has been no discussion of a search committee or next steps.

Rutgers University Libraries lost 26 positions during the pandemic, including six in Central Technical Services.

We implemented Alma Digital. It was successfully used for several student capstone projects and will be used for digitization requests for courses. <https://sites.rutgers.edu/nb-exhibits/partners/>

A community agreement was drafted under the auspices of our faculty Planning Committee to guide us in how we communicate and interact with each other as well as external stakeholders. A draft was distributed to RUL faculty at the June faculty meeting. The first step is to circulate the draft to faculty for feedback; the draft will later be shared with RUL staff for their feedback. This agreement is modeled on codes of conduct used at many professional meetings, including ALA.

The Rosemont Shared Print Alliance is a coordinating body across multiple consortia and the efforts at each on shared print initiatives. All of the participating consortia share the common goal of retaining and providing access to print journal holdings and to reclaim space. Rosemont brings together these various shared print programs. Members include the BTAA, EAST, the Florida Academic Repository, and CRL.

Within the BTAA, Rosemont has identified members with unique or last copy holdings of particular journal issues. RUL has approximately 280 titles that have been identified. There are two required steps for RUL to participate: (1) physical validation and verification of holdings, and (2) applying a normalization rule to add a 583 action note to the appropriate records.

Mary Beth was appointed to the Library Publishing Coalition’s Professional Development Committee meeting as a new member. The group meets monthly and new members started in June. The group review its charge and proposed activities for the year, which including mentoring and sponsoring programs.

**Seton Hall University (Loesch)**

A significant deletion of the Main Collection was undertaken to adjust for the loss of shelves to accommodate temporary classrooms erected on the 3rd and 4th floors of the library during Covid.

Collected 19,454 barcodes on books that were transferred from Main shelves to temporary storage in group study rooms during Covid. Batch transferred the barcodes to indicate temporary location of these books in the catalog.

Removed 30 large multi-volume series (totaling about 1200 volumes) in the sciences from the collection due to their availability electronically.

Professor Loesch reviewed and approved 115 dissertations and theses that were submitted to the university Institutional Repository for academic year 2020-2021.

Removed 14 drawers filled with microfilm of presidential papers that are now accessible on the Library of Congress website and at presidential libraries. These were not discarded but donated to a local artist who uses this medium in her artwork.

In the process of transferring about 900 Irish themed books from Archives and Special Collections to the Main Collection.

Created new distributed collection entitled the Joseph A. Unanue Latin Institute Collection, supported by the Center for Hispanic Policy, Research and Development under the guidance of library faculty colleague, Lisa DeLuca.

Two catalog staff positions were lost this year; one to downsizing, the other to retirement.

Denise D’Agostino was hired in January 2021 to replace them and took on cataloging responsibilities.

Hired a new Acquisitions and Metadata Librarian who will be supervising the Collection Services Department, a merging of the acquisitions and technical services departments.

The Head of Technical Services, Martha Loesch, transitioned to a new position, Resource, Discovery and Metadata Librarian. Presently Professor Loesch is working more closely with metadata in Archives and the Gallery to ensure discoverability and stability of items ingested in various digital preservation software.

The EDS/Discover Committee was revived and Professor Loesch was named it’s chair. It was decided to rename the committee to a working group to allow for more freedom and less formal structure. Our first order of business was for Professor Loesch to demonstrate to the group how we can reconfigure the metadata that controls how a bibliographic record is initially displayed in our catalog. And then what further data is shown when a patron clicks on Display More.

Respectfully submitted by Martha Loesch

**TCNJ (Bitter)**

* Cataloging and Metadata Services worked remotely until August 2020. Beginning in August 2020 the entire department returned to working in-person on a part-time basis. August 9th, 2021 is the return to full time.
* Cataloging and Metadata Services retrospectively converted over 12,000 bibliographic records between March 2020 and June 2021. These were primarily e-books and government documents.
* All legacy subfield $4 MARC relator codes were converted to $e RDA relationship designators in 2020 (almost 190,000 subfields).
* All instances of LCSH “Illegal aliens” were flipped to “Undocumented immigrants” (approximately 700 headings).
* Cataloging and Metadata Services contributed 731 new authority records to the LC/NACO Authority File (LC/NAF) and updated 142 existing authority records via the NACO NJ/NY Funnel between July 1, 2020 and June 30, 2021. TCNJ ranked 33rd in new NACO contributions (NARs and SARs) according to the FY21 midyear NACO statistics.
* Colin became an independent contributor for corporate bodies to the LC/NAF via the NACO NJ/NY Funnel in November 2020. Special Formats Cataloger (part-time) is also currently in the review status for personal names.
* Colin received the NJLA CUS/ARCL-NJ Technology Innovation Award in 2021.
* Colin and Yuji published their article, “On the state of genre/form vocabulary: A quantitative analysis of LCGFT data in WorldCat,” in the April 2021 issue of *LRTS*.
* Colin and Yuji presented “Customizing Primo VE MARC21 normalization rules for local display” at ELUNA Learns in September 2020.
* Colin presented “Where’s my status? Navigating migration issues between access and technical services” with the TCNJ Access Services/Reference Librarian at the Back in Circulation Again Conference, October 2020.
* Colin presented “OCLC data sync reports with Python” at the Catalog Management Interest Group, ALA Core Interest Group Week, February 2021