**Minutes for the NJLA CUS/ACRL-NJ Bibliographic Control and Metadata Committee Meeting**

**March 15, 2018**

**Present:** David Cupo (WPU), Yuji Tosaka (TCNJ), Cathy Weng (TCNJ), Mei Ling Chow (MSU), Sharon An (Rowan U), Melissa De Fino (RU), Lisa Weissbard (NJIT), Scott Smith (Stevens), Regina Cannizzaro (CCM), Jianrong Wang (SU), Juan Almodóvar (NJCU)

1. Minutes Taker - Juan Almodóvar
2. Approval of Fall Meeting Minutes - The minutes were approved with one correction.
3. Chair’s report - Cathy Weng presented a poster at the Annual Vale User’s Conference. A Special Collections Cataloging workshop is scheduled for May 24, 2018. It will take place at the Rutgers University Alexander Library. Those interested in attending can sign up at the BCMC website, under the Event Calendar tab. This is Melissa’s last meeting as Chair of the committee. She will be succeeded by Lisa, the current Vice Chair.
4. Discussion of BCMC Award - The award task force is comprised of Cathy, Melissa, Teresa and Edith. The award has been advertised in a few listservs. The deadline is March 19. There are two nominees so far. Melissa will send a reminder today. It will be presented at the 2018 NJLA conference. Edith will represent the BCMC at the ceremony.
5. Bylaws update - David provided the update. There was a discussion of the bullet point regarding membership eligibility. It was decided to go back to the previous version. There were some grammatical corrections. The title *Committee Structure* will be changed to *Bylaws*. The second bullet point should indicate that the 2nd term starts in July, and succeeds the office of Chair. It was suggested that voting for approval of bylaws should be made available electronically. The Bylaws are reviewed every 5 years. Mei Ling will set up the vote for the bylaws and the election through Doodle. It will be a two week voting period. The election of new officers takes place in the spring.
6. Elections - Sharon expressed interest in being nominated.
7. Membership - The NJ State library is associated with Thomas Edison University as their official library, so they qualify according to our bylaws. The listserv needs to be updated with active members.
8. NJ BIBCO/NJ Funnel Update - Cathy reported on the funnel. A new method to report statistics to NACO will be implemented later this year. Yuji is now reviewing other institutions’ records before they become independent. There are two so far: University of Love at Lafayette, and Claremont Mckenna College in California. Book publisher Scholastic contacted Cathy to express interest in contributing records to the funnel.
9. Cataloging/Metadata Issues Update - Yuji presented this update. The new RDA toolkit comes out in mid-June. There will be a pre-conference workshop at the ALA Annual Conference in New Orleans. In mid-September the new RDA tool kit will be available in other languages. After that, the RDA steering committee will make an announcement about how long they will keep the old RDA toolkit website running. It will be at least one year, but without updates. We will be forced to familiarize ourselves with the new one, since the RDA structure will be really different.
10. Research Subcommittee Update - The technical services survey is still being worked on.
11. Updates/announcements - Rutgers is migrating to Ex libris’ ALMA Library Services Platform. Melissa has been working on cleaning up bibliographic records in preparation. The target date for implementation at Rutgers is June 1st, 2018. ALMA is linked-data ready and compatible with Bibframe.
12. Next meeting - The next meeting is tentatively scheduled for July 12th, with a backup date of July 19th. Meetings will continue to be held at the Rutgers Technical Services facility. The committee gave a round of applause to Melissa for all her hard work during her tenure as Chair.