**NJLA CUS/ACRL NJ Bibliographic Control and Metadata Committee 2019 Summer Meeting Minutes**

July 18, 2019, 10:00 am

Technical Services Conference Room, Busch Campus, Rutgers University

**Present:** Edith Beckett (NJ State Library, minutes); Juan Almodóvar (New Jersey City University); Melissa DeFino (Rutgers University; Sharon An (Rowan University, Chair); Colin Bitter (TCNJ, Vice-chair); Yuji Tosaka (TCNJ); Mei Ling Chow (Montclair State University); Jianrong Wang (Stockton University, *online*); Martha Loesch (Seton Hall University, *online*)

**Approval of Spring Meeting Minutes**

The minutes were discussed and several minor spelling and syntax errors were identified. Corrections for these errors were suggested and Juan agreed to make the corrections, and send the corrected minutes to Sharon. The minutes, with suggested corrections, were approved.

**Chair’s report (Sharon An)**

* BCMC is under ACRL and needs to follow the goals and strategic plan of ACRL, which were described via the questionnaires distributed by the ACRL-NJ Executive Board to the committees’ chairs for the ACRL NJ Chapter annual report. The BCMC mission statement will need to be reviewed, in light of the ACRL goals and strategic plan. ACRL committees are being asked to evaluate how the work of their committees supports the four strategic areas identified by the committee. The strategic areas are:
	+ The value of academic libraries
	+ Student learning
	+ Research and scholarly environment
	+ New roles and changing landscapes

There are goals and questions associated with each strategic area, and BCMC members are being asked to consider the goals and answer the related questions to help us evaluate our mission statement and planned activities. Sharon will send the ACRL strategic plan and associated questions to the BCMC members. We will discuss if we should and how we should revise our mission statement as well as future activities following the ACRL goals and strategic plan at the next meeting.

* The NJ ACRL Reference Services and User Education committees have merged. The new name for the combined committee is under discussion, and will be revealed, along with other updates on their website.
* The BCMC roster has been updated with new changes. The current Committee has been trying to recruit new members, and we should continue with our recruiting efforts.
* There was a general discussion about what BCMC documents should be publicly available on our website. Currently, all BCMC documents are available to public, but most NJLA-CUS/ACRL-NJ committees do not make their meeting minutes public. Some members had some concerns about making the meeting minutes especially the round robin reports available to the public on our website. It was suggested that the members could make changes to their round robin reports and send out the version that they feel comfortable to be posted on the website. Most members agreed that BCMC should leave the meeting minutes, including the round robin reports on the website instead of moving them to Google Docs. This discussion was followed by a related discussion about the distribution of meeting minutes to the committee. Sharon said she will send out the meeting minutes after the meeting for correction or changes but we may need to allow some time for the minutes taker to prepare the minutes before sending them to the chair for review. Therefore, the draft meeting minutes will be sent to the committee members as soon as possible. The final version of the minutes will be posted to the website, after they have been approved at the next committee meeting.

**Technical Services Award Task Force report (Colin Bitter, vice-chair)**

 2019 was Colin’s first time chairing the task force. He recognized and thanked Melissa (previous chair) for her support in helping him fill this new role. There were four members of the Award Task Force. Three members were from BCMC, and one person represented the NJLA Technical Services section. The call for submission was sent out in February, and three submissions were received. The winner of the 2019 NJLA Technical Services award was Yuji Tosaka. Thanks were extended to all members of the Task Force for making this work completed successfully.

**Cataloging issues updates (Yuji Tosaka)**

Yuji distributed a written update to the BCMC list prior to the meeting. During the meeting, he reported on highlights from the written report.

* The new PCC policy regarding the use of terminal periods in MARC bibliographic records. As of April, 2019, PCC libraries have the option of either continuing the current practice of fully punctuating bibliographic records, or they can eliminate terminal periods in any descriptive fields. Terminal periods in access point fields are still required.
* With the April 30, 2019 release, the English text of RDA in the beta Toolkit is considered stabilized. There is no firm timeline, but RSC expects to approve the new RDA Toolkit as the official version, and this is expected to start the one-year countdown clock on the original Toolkit. Once the one-year mark as passed, the old Toolkit will be retired. Work still remains to be done on implementation of the new RDA in a MARC environment. There is a lot of focus on the transition to BIBFRAME, so not much attention has been devoted to how the new Toolkit will work in MARC.
* Various stakeholder groups (including RSC, LC, LD4P, and Share-VDE) have begun discussions about the interoperability between RDA and BIBFRAME.
* The May 2019 meeting of the PCC Operations Committee, held at the Library of Congress, was also live-streamed (and recorded) via WebEx. A copy of the agenda, with links to the presentations and WebEx recordings, is posted at <http://www.loc.gov/aba/pcc/documents/OpCo-2019/Agenda-OpCo-2019.pdf>.
* A list of selected readings and videos introducing the Semantic Web and Linked Data to new LC participants in BIBFRAME Pilot 2.0 is available publicly from <http://www.loc.gov/aba/pcc/bibframe/Selected-Videos-Reading-2019.pdf>. This is not an exhaustive list, but it contains helpful information about some of the basic concepts.
* The Library of Congress is planning to retire its Voyager ILS and will issue an RFP for a new system.
* Linked Data for Production, Phase 2 (LD4P2) is currently developing a cloud-based sandbox environment, called Sinopia, for use in the creation of linked data by participants. It will eventually be open to all PCC members, including members of the NJ/NY BIBCO Funnel, for experimentation and manipulation of BIBFRAME metadata. Currently, there is no discovery layer for BIBFRAME. Blacklight (<http://projectblacklight.org/>) is a possibility for a discovery layer that will allow BIBFRAME data to be repurposed for users.

**Open discussion on cataloging/bibliographic control issues: copy cataloging, ebook cataloging, DVDs cataloging, Alma migration cataloging related issues, etc.**

* General discussion of online cataloging tools, including Classification Web and Web Dewey. Most major cataloging tools have migrated from print to online-only availability.
* Princeton University is the only NJ participant in LD4P2. It is not clear what institutions need to do to qualify as participants, but strong IT support is probably a baseline requirement.
* Discussion of authority control workflows in Alma. TCNJ Alma workflows and related documentation available in TCNJ LibGuides.
* Records for older e-books with no OCLC numbers are posing a problem for some WMS libraries.
* Discussion of Alma copy cataloging workflows, and the possibility of a meeting of Alma cataloging librarian to share issues and solutions.

**Round Robin Reports about each library’s cataloging/metadata and bibliographic control related activities, etc.**

Reports were presented by all members in attendance. Sharon asked that all reports be emailed to her as soon as possible.

**VALE 2020 Conference**

* The draft brochure was discussed and corrections and changes will be made by Jian. The corrected brochure, along with a poster of the brochure’s content will be created for the VALE 2020 Users’ Conference to promote BCMC.
* Discussion about presentations and posters that we, as BCMC members, could contribute to the conference in the field of bibliographic control and metadata. Suggested topics included authority control workflows; e-book cataloging workflows; and ILS migration experiences. Planning for the poster and session may take place via email. If any members are interested in submitting proposals, the anticipated deadline will be in late October/early November.

**New business/updates/announcements, if any**

No new business or announcements

**Selection of next meeting date**

The Fall BCMC meeting will be held on October 10, 2019 in the Technical Services Conference Room, Busch Campus, Rutgers University.

The meeting adjourned for lunch, and the group reconvened for an afternoon workshop on using the Gary Strawn Authority Toolkit. The workshop was conducted by Colin Bitter and Yuji

Tosaka.

Minutes respectfully submitted by Edith Beckett

 **Round Robin Reports**

 **Seton Hall University Libraries**

* Cataloged all bound dissertations and theses independent of their electronic counterpart
* Extracted poetry and short story material from the Main Collection to have gift plates applied - Maria Mazziotti Gillan
* Reviewed and cleared 130 Electronic Theses and Dissertations
* Retreived B books that still contained a Z in the call number and updated them
* Created a file of the numerous miscellaneous microforms on the third floor with applicable metadata for cataloging purposes
* Cataloged a significant number of donations
* Re-evaluated the Lonergan Library collection and cataloged considerable material to expand the collection and make it accessible in our catalog
* Deleted books from Main and Reference collections deaccessioning project
* Large order of Valente texts were cataloged

Seton Hall University’s new president, Dr. Joseph Nyre, will begin August 1, 2019.

Hired a new Instruction Librarian, Brooke Duffy.

Hired a new Archivist, Sheridan Sayles.

**The College of New Jersey**

General

TCNJ went live with Alma on June 26. Cataloging was close to 100% operational from day one, with a few minor exceptions—most notably work orders and serials receiving. These areas were operational during week two. We anticipate several cleanup projects through calendar year 2019, and perhaps part of 2020. Much of the preparation for Alma involved training and updating documentation on our LibGuide. The Cataloging Department LibGuide is publicly available at <http://libguides.tcnj.edu/cataloging_dept/>

Another recent item of note was the completion of the TCNJ student newspaper (The Signal) digitization project. This is available on our digital repository, available at <https://dr.tcnj.edu/>

Personnel available.

Yuji Tosaka was awarded the NJLA Technical Services Award at the NJLA Conference in May.

Colin started as Head of Cataloging and Metadata in April. There are two part time cataloging librarian positions open. Colin will let BCMC know as positions become available.

**Rutgers University Libraries**

Colin Bitter accepted a new position at TCNJ. This position has been upgraded to a faculty position and will serve as the assistant head of CTS. It is currently posted and we are welcoming applications.

We welcomed a new Assistant Vice President for Scholarly Communication and Collections, Jeff Carroll. Carroll comes to Rutgers from Columbia University, where he served most recently as director of collection development and e-resources management.

In November 2018, Geoffrey Wood, formerly our media cataloger, accepted a new position as Metadata Librarian in Central Technical Services.

Rutgers migrated to Ex Libris Alma/Primo in June 2018. Much of our year has been devoted to the migration and subsequent database cleanup and reorganization. Last summer we moved most acquisitions tasks out of Central Technical Services, freeing up CTS to focus on cataloging and metadata.

**Rowan University Libraries**

Personnel

The library has filled some vacancies including history librarian position, performing arts librarian position and the director of research engagement and scholarship. Rowan University library is government document repository designated by the Federal. The government document librarian retired last year but the position has not been posted.

Projects

The library has finished Alma/Primo implementation but there are challenging issues that need to be resolved. There are Primo display issues. More profiles need to be set up in order to get the workflow going, etc. We still need to figure out quality control workflows for bibliographic and authority records in Alma.

The digital theses cataloging in Voyager had holding records with call numbers to be consistent with the print theses. After the migration, the holding records were eliminated as they are treated as ebooks. We are setting up local display field in order to make those 099 call numbers from the bibliographic records searchable in Primo. It’s the only way for patrons to pull all the print and electronic theses from certain period of time in specific subject areas.

The inventory of another part of the print collection has started.

Rowan University library is NACO and BIBCO library. It is a R2 research university library. NACO training last May at CUMY and BIBCO Orientation Webinar are very helpful for these cooperative cataloging activities.

**New Jersey State Library**

*Personnel changes:* Sharon McKnight, Supervisor of Technical Services retired in November 2018, and Edith Beckett was appointed as her successor.

*New digitization projects:*

1. Superseded New Jersey Administrative Code pages are being digitized, and will be published online as a searchable database.
2. NJ documents staff is working with Office of legislative Services Library to digitize older legislative hearings and committee meetings. These will be available in the New Jersey State Government publications online depository, and, whenever possible, links to the electronic versions will be added to existing catalog records for the print versions. Where no print version record exists, a new record for the electronic reproduction will be created.

A massive weeding and collection reorganization is currently underway at the New Jersey Department of Transportation library. Approximately 80% of the collection is outdated and/or uncataloged. The goal is to inventory, evaluate, and catalog as much of the collection as possible, before the current MOU expires in at the end of FY2020.

**Stockton University**

**Personnel**

The new system/discovery librarian, Jeff Ge, came on board last week. This is a new position created for enhancing user’s information retrieval experience. Jeff will be the education subject librarian.

**New organizational structure**

William Bearden, the former Associate Director of Technical Services retired in December 2018 after working at Stockton for 31 years. Since January 2019, Gus Stamatopoulos who previously served as the Associate Director of Public Services is now the Associate Director of Technical Services. Additionally, the Electronic Resources Coordinator who belonged to Public Services is now under Technical Services.

**System migration**

Stockton migrated from Sirsi to Alma. The library spent the spring semester in data cleaning and testing. Since May, Cataloging Department has been focused on training the staff and compiling local manuals and procedures. Workflow steps for new acquisitions and gift materials were tested before the migration, and fine-tuned after it went live. No major problems were found.

**New Jersey City University**

1. We now have more eBooks than print books. We use GOBI for purchasing, and eBook Academic Collection as the main platform. The majority of our new purchases will be ebooks. Especially the ones bought to support our doctoral programs, which have many online and off-campus courses. We don’t catalog eBooks. Instead make them available through Worldcat Discovery.
2. There is only one Librarian assistant in the cataloging department, and she is planning to retire in a year or two. There is a hiring freeze, if not officially, at least in practice. Our last hire was at least 7 years ago. Hopefully that will change when she retires.
3. There is a new provost this year.
4. The library is trying to take a leadership position regarding the university’s compliance with the recently signed NJ law, which requires universities to provide Open access textbooks for students. We have created a Libguide for that purpose. It has not been decided whether we are going to catalog those textbooks or not.

**Montclair State University**

Activities

MSU Digital Commons (Digital Repository): We celebrated the 1-year anniversary of going live in April. We currently have 3,443 Total Papers and 23,915 Total Downloads. We are awaiting the integration of data on Montclair scholarship from Research with NJ, which will add something like 5,000 metadata records. We currently host two open access journals on the platform.

ETD: All new theses & dissertations are electronic only, and are available on the MSU Digital Commons. They seem to be very popular. We are planning a digitization project for the historic theses, to start this academic year.

Archives: Processed a donation of Montclarion student newspapers; digitized 2002-2008 Montclarion newspapers and added PDF copies to Digital Commons. Added PDF scans of the original architectural drawings of College Hall to Digital Commons; added 2009-2015 course descriptions to Digital Commons. Processed a collection of several thousand 35mm slides and began digitization

Library Building: No major construction, for the first time in three summers! University College (provides support, guidance, and opportunities for undeclared students) still resides on the first floor in the space that was renovated for them last summer.

Personnel

Associate Dean for Public Services and Associate Dean for Technical Services positions are still open. In addition, several librarian and support staff positions are unfilled.