**Minutes**

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

**Fall Meeting**

**October 26, 2017, 10:00 am**

**Technical Services Conference Room, Busch Campus, Rutgers University**

Present: Juan Almodovar (New Jersey City University, virtual), Sharon An (Rowan, virtual), Edith Beckett (NJ State Library), Colin Bitter (Rutgers), Regina Cannizzaro (County College of Morris), Melissa De Fino (Rutgers, Chair), Mei Ling Chow (Montclair State), David Cupo (William Paterson), Martha Loesch (Seton Hall), Debbie Pluss (William Paterson), Scott Smith (Stevens), Yuji Tosaka (TCNJ), Jian Wang (Stockton), Lisa Weissbard (NJIT), Cathy Weng (TCNJ, minutes)

1. Minutes taker: Cathy Weng
2. Approval of summer meeting minutes:
   * The minutes were approved with minor corrections.
3. Chair’s report
   * Melissa thanked Lisa for taking over the chair’s responsibilities while she was on maternity leave.
   * Jian, Melissa and another member (Heather) on the NJLA Archives Committee will give a workshop on cataloging of special collections on May 24, 2018. This workshop is co-sponsored by the Archives Committee and BCMC. The content will include basic cataloging skills for special collections including print cartographic, and AV materials. Melissa will focus on cataloging practices in large research libraries and Jian and Heather will address special collections in small and medium libraries.
4. VALE Conference
   * BCMC is sponsoring one poster—“Introducing the IFLA Library Reference Model (LRM)” by Jianrong Wang and Cathy Weng and one lightning talk—“Batch Editing Metadata Using MarcEdit and Microsoft Excel” by David Cupo to be presented at the VALE conference in January 2018.
5. Discussion of BCMC award
   * This is a follow up discussion from the BCMC summer meeting. Melissa reported briefly her communication with NJLA on this topic.
   * Deadline for the award information, which will be posted on the NJLA website, is November 1.
   * It has been decided that cash award is not possible.
   * A plaque will be provided by NJLA and presented to the winner at the NJLA Annual Conference.
   * A lively discussion ensued regarding the award title, scope, criteria, eligibility, etc.
   * The group agreed to invite NJLA Technical Services Section to participate in this initiative. Edith, a member on the NJLA TS Section, will communicate with the section chair.
   * An award subgroup was subsequently formed to finalize the details. Members on the subgroup: Melissa, Cathy, Debbie and Edith. There will be members from the NJLA TS Section.
6. Elections
   * NJLA committee service term starts from July and ends in June. Melissa proposed to adjust the BCMC officers’ term to be in line with the NJLA’s system. Under the current BCMC’s system, officers’ term begins in the fall.
   * The group agreed to change the BCMC biennial election time to spring every other year to elect the next Vice-Chair/Chair-Elect. Before the spring election, the Chair will solicit nominations, set up electronic ballot for online voting.
   * As a result, the BCMC by-laws need to be revised and voted.
   * David will draft the revised by-laws for committee members to review.
7. Membership
   * Melissa brought up that some members haven’t attended BCMC meetings in recent years. According to the by-laws, members are obligated to attend, either in person or virtually, at least one meeting a year. The group discussed and agreed that the Chair will review the current membership list (and also email list) and to get in touch with members who haven’t been active. If they choose to leave BCMC, their names will be removed from the membership list.
   * Membership eligibility was also discussed. The group agreed to establish a new membership category “associate member”. This category is for library practitioners and/or library school students who are not institutional representatives but interested in issues related to metadata and bibliographical control. Associate members will be non-voting members.
8. NJ BIBCO/NACO funnel update
   * Cathy reported that she was asked by LC NACO coordinator to review and update NJ NACO funnel membership list. She communicated with funnel members who have not contributed NACO records. A few institutions remain interested. Some were not. She has since updated and submitted the current membership list to LC.
   * A new NACO statistics reporting system is being established and will be implemented in the near future.
9. Cataloging/Metadata Issues Update
   * Yuji reported that the RDA 3R (RDA Toolkit Restructure and Redesign) Project is going well. However, the project completion date has been extended from April 2018 to summer 2018.
10. Announcements/New business
    * Issues related to practices of handling thesis/dissertations were discussed.
    * Research subcommittee plans to conduct another technical services survey next year. They will update the survey instrument and distribute it to New Jersey academic libraries. Members on the subcommittee are Jian and Mei Ling. Regina volunteered to join and received a warm welcome.
    * Rutgers Technical Services is hiring a cataloging paraprofessional to handle government documents, medical materials and database maintenance.
    * Montclair State is hiring an Associate Dean for technical services.
    * NJ and Delaware are collaborating to create a digital service hub for the two states to aggregate digital content into DPLA. Any institution wishing to participate can work with the State Library to allow their metadata of digital content to be harvested and made available on the DPLA website.
11. Next meeting: March 15, 2018 (1st choice) or April 5.